

October 30, 2006

**MEMORANDUM**

TO: Employees of Executive Branch Agencies  
FROM: Viola O. Baskerville, Secretary of Administration  
SUBJECT: 2006 and 2007 Holiday Schedules

I am pleased to inform you of Governor Kaine's decision regarding the remaining 2006 holidays and for the 2007 holidays. It will allow you to make family plans and to give your agency time to ensure adequate coverage during the holiday.

**2006 remaining holiday schedule\***

- Thanksgiving  
Wednesday, November 22, close at noon (*4 additional hours*)  
Thursday, November 23  
Friday, November 24
- Christmas  
Friday, December 22, close at noon (*4 additional hours*)  
Monday, December 25  
Tuesday, December 26 (*8 additional hours*)

**2007 holiday schedule\***

- New Year's  
Monday, January 1  
Tuesday, January 2 (*8 additional hours*)
- Lee-Jackson Day  
Friday, January 12
- Martin Luther King, Jr.  
Day  
Monday, January 15
- Presidents Day  
Monday, February 19
- Memorial Day  
Monday, May 28
- Independence Day  
Wednesday, July 4
- Labor Day  
Monday, September 3
- Columbus Day  
Monday, October 8
- Veterans Day  
Monday, November 12
- Thanksgiving  
Wednesday, November 21, close at noon (*4 additional hours*)  
Thursday, November 22  
Friday, November 23
- Christmas  
Monday, December 24 (*8 additional hours*)

- New Year's

Tuesday, December 25

Monday, December 31 (*8 additional hours*)

Tuesday, January 1, 2008

**\* Normal agency procedures as set forth in the Department of Human Resource Management (DHRM) policies and procedures that govern holidays will be used in implementing this additional holiday leave for all agencies, including those with 24-hour operations. Also, agencies with unique customer service requirements may modify the holiday schedule, at the discretion of the agency head/director, so as not to adversely impact services to our clients. Agencies with employees working flexible or alternate schedules should consult Policy 4.25, Holidays, for guidance.**

If you have any questions, please contact your Agency Human Resources office.

The Governor and his staff wish you and your family a happy holiday season.