



1010 Rockville Pike #405
Rockville, MD 20852
(301) 217-0425 Telephone
(301) 217-0508 Facsimile
Maria@DanSources.com

Memorandum

TO: DanSources/Staff/Contractors/Consultants
FROM: Maria Zaldumbide
SUBJECT: Official Holidays
DATE: January 2002
CC: Dan Fahey

For your information, the following days have been designated as "Official Holidays" for the year 2002. DanSources will be officially closed for business. All other federal holidays observed are optional and may be taken as part of your leave (for those eligible for paid time off.) These dates are especially important with respect to how they impact and may affect payroll processing. A Memo will be sent to advise you of any changes to payroll processing schedule. Please keep this memo for your records.

Official Holidays

- New Years Day Tuesday, January 1, 2002
- Presidents Day Monday, February 18, 2002
- Good Friday Friday, March 29, 2002
- Memorial Day Monday, May 27, 2002
- Independence Day Thursday, July 4, 2002
- Labor Day Monday, September 2, 2002
- Thanksgiving Day Thursday, November 28, 2002
- Day After Thanksgiving Friday, November 29, 2002
- Christmas Eve Tuesday, December 24, 2002
- Christmas Wednesday, December 25, 2002