CITY OF CLEVELAND
HOLIDAY SCHEDULE
2015

**HOLIDAY**                   **OBSERVED**
New Year's Day                Thursday, January 1, 2015
Martin Luther King Jr. Day    Monday, January 19, 2015
President’s Day               Monday, February 16, 2015
Good Friday                   Friday, April 3, 2015
Memorial Day                  Monday, May 25, 2015
Independence Day              Friday, July 3, 2015
Labor Day                     Monday, September 7, 2015
Thanksgiving Day              Thursday, November 26, 2015
Christmas Day                 Friday, December 25, 2015

**HOLIDAYS THAT FALL ON A SATURDAY ARE OBSERVED ON FRIDAY**

**HOLIDAYS THAT FALL ON A SUNDAY ARE OBSERVED ON MONDAY**

Certain bargaining unit employees shall have holiday usage governed by their Collective Bargaining Agreement.

**PERSONAL HOLIDAYS**

Eligible employees will be granted two personal holidays each calendar year in addition to the above listed holidays.

The following guidelines have been established to explain the use of the two personal holidays.

1. All new hires must have completed his/her initial 90 days of employment before being granted a personal holiday.

2. The use of a personal holiday must be requested at least 48 hours before it is to be used and, approval must be granted by the employee’s appointing authority unless specified otherwise in a union contract.

DEPARTMENT OF HUMAN RESOURCES