



2017 TAP USA Holiday Schedule

<u>Holiday</u>	<u>Date Observed*</u>
New Year’s Day	Sunday, January 1**
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving Day	Thursday, November 23
Christmas Day	Monday, December 25

**** “FLOATING” HOLIDAY IN 2017**

Because New Year’s Day is a Sunday in 2017, employees may choose another work day during the year for this “floating” holiday. Employees must make a Time Off Request using the ADP Time & Attendance system (select earnings code: “Float”), which must be approved in advance by their supervisor.

On the designated holidays listed above, all stores and offices will be closed.

Please remember: To be eligible for holiday pay, an employee must work on both the last scheduled workday before the holiday and the first scheduled workday after the holiday. Please call the HR Hotline (ext. 5551) with any questions.

*Subject to change by management