

December 18, 2009

**MEMORANDUM #167-09**

TO: Agency Administrators  
FROM: Bobbie Chappell  
VIA: Victoria Montanaro  
SUBJECT: 2010 Holidays

The following holidays are observed as paid holidays by state agencies:

**New Year's day** - Friday, January 1, 2010

**Birthday of Martin Luther King, Jr.** – Monday, January 18, 2010

**Memorial Day** – Monday, May 31, 2010

**Independence Day** – Monday, July 5, 2010

**Labor Day** – Monday, September 6, 2010

**Veterans' Day** – Thursday, November 11, 2010

**Thanksgiving Day** – Thursday, November 25, 2010

**Friday after Thanksgiving** – Friday, November 26, 2010

**Christmas Day** – Friday, December 24, 2010

If any of these holidays fall on Saturday, the preceding Friday is observed as a holiday. When a holiday falls on Sunday, the following Monday is observed as a holiday.

Full-time employees are entitled to one personal holiday each year. Personal holidays are credited to eligible employees on July 1, and must be taken by the employee by June 30 of each year.

*Section 110.117, F.S.*

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