



2018 Agency Holiday Calendar Matrix - Proposed

Holiday	Date	TSP Session Staff	Residential Services Non Administrative Staff	Supportive Community Services	Administration, Business Operations, Day Programs, Residential Administration, Second Street, Community Employment (with the exception of ecycle), Non Session TSP, Transportation, and Maintenance	ecycle	Residential Managers
New Year's Day	Monday, January 01, 2018	Holiday	Holiday	Holiday	Holiday		Holiday
Martin Luther King Day	Monday, January 15, 2018	Holiday	Holiday	Exchange Holiday	Exchange Holiday		Exchange Holiday
President's Day	Monday, February 19, 2018	Holiday	Holiday	Exchange Holiday	Exchange Holiday		Exchange Holiday
Memorial Day	Monday, May 28, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Independence Day	Wednesday, July 04, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Labor Day	Monday, September 03, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Columbus Day	Monday, October 08, 2018	Holiday					
Veterans Day	Sunday, November 11, 2012		Holiday				Holiday
Veterans Day Observed	Monday, November 12, 2018	Holiday		Exchange Holiday	Exchange Holiday		
Thanksgiving Day	Thursday, November 22, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Day After Thanksgiving	Friday, November 23, 2018	Holiday	Holiday	Holiday	Holiday		Holiday
Christmas Day	Tuesday, December 25, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
	Totals by Program	11	10	10	10	5	10

NOTE: FOR STAFF WORKING IN SELF DIRECTED SERVICES

Each hiring manager for each Self Directed Services program will identify whether their Self Directed Service staff will follow the "Residential Services Non Administrative Staff Holiday Calendar" or the Calendar for "Administration, Training Centers, Day Program, Residential Administration, Second Street, Supported Employment, Non Session TSP, Transportation, Maintenance and Supportive Community Services Staff" Compensation for holidays will be based on the rules applicable to the chosen calendar.

NOTE: FOR PROGRAMS WITH EXCHANGE HOLIDAYS

Coarc will be open for business on exchange holiday days. Staff may request an exchange holiday off on the date of the holiday (subject to supervisory approval) or they may exchange the holiday for another day off later in the year (also subject to supervisory approval). Additional guidelines can be found within the Employee Handbook.

- The **Martin Luther King Day** exchange holiday must be scheduled in advance AND the exchange holiday can only be used from January 15, 2018 through December 10, 2018.
- The **Presidents Day** exchange holiday must be scheduled in advance AND the exchange holiday can only be used from February 19, 2018 through December 10, 2018.
- The **Veterans day** exchange holiday must be scheduled and approved in advance AND the exchange holiday can only be used from November 12, 2018 through December 10, 2018.

ANNOUNCEMENTS REGARDING PROGRAM OPERATIONS WILL BE BROADCAST ON THE FOLLOWING RADIO AND TELEVISION STATIONS BY 6:30 AM.

Coarc uses the School Closing Network service for their announcements. Information about specific media partners can be found at the following website:
<http://www.schoolclosingnetwork.com/arc/default.asp>

As this is a service Coarc does not control which media partners participate and what/how they post the information. Here is a general listing which is subject to change:

FM RADIO	AM RADIO	ONLINE/NEWS	TELEVISION
WFLY 92.3 FM	WGY 810 AM	The Daily Gazette	WTEN NEWS CHANNEL 10
WYJB 89.5 FM		The Post-Star	WNYT NEWS CHANNEL 13
WCTW 98.5 FM		The Saratogian	Time Warner Cable News
WDST 100.1 FM		The Times Union	
WGNA 107.7 FM			