



## 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 cycle), Non Session TSP, Transportation, and Maintenance	cycle	Residential Managers
<b>New Year's Day</b>	Monday, January 01, 2018	Holiday	Holiday	Holiday	Exchange Holiday		Holiday
<b>Martin Luther King Day</b>	Monday, January 15, 2018	Holiday	Holiday	Exchange Holiday	Exchange Holiday		Exchange Holiday
<b>President's Day</b>	Monday, February 19, 2018	Holiday	Holiday	Holiday	Exchange Holiday		Exchange Holiday
<b>Memorial Day</b>	Monday, May 28, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Independence Day</b>	Wednesday, July 04, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Labor Day</b>	Monday, September 03, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Columbus Day</b>	Monday, October 08, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Veterans Day</b>	Sunday, November 11, 2012	Holiday	Exchange Holiday				Holiday
<b>Veterans Day Observed</b>	Monday, November 12, 2018	Holiday	Holiday	Exchange Holiday			
<b>Thanksgiving Day</b>	Thursday, November 22, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Day After Thanksgiving</b>	Friday, November 23, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Christmas Day</b>	Tuesday, December 25, 2018	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<b>Totals by Program</b>		11	10	10	10	5	10
<b>NOTE: FOR STAFF WORKING IN SELF DIRECTED SERVICES</b>							
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.							
<b>COARC WILL BE OPEN FOR BUSINESS ON EXCHANGE HOLIDAY DAYS.</b>							
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 <b>Martin Luther King Day</b> exchange holiday must be scheduled in advance AND the exchange holiday can only be used from January 15, 2018 through December 10, 2018.							
- The <b>President's Day</b> exchange holiday must be scheduled and approved in advance AND the exchange holiday can only be used from February 19, 2018 through December 10, 2018.							
- The <b>Veterans Day</b> 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.							
<b>ANNOUNCEMENTS REGARDING PROGRAM OPERATIONS WILL BE BROADCAST ON THE FOLLOWING RADIO AND TELEVISION STATIONS BY 6:30 AM.</b>							
Coarc uses the School Closing Network service for their announcements. Information about specific media partners can be found at the following website: <a href="http://www.schoolclosingsnetwork.com/alg/default.asp">http://www.schoolclosingsnetwork.com/alg/default.asp</a>							
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:							
<b>FM RADIO</b>		<b>AM RADIO</b>	<b>ONLINE/NEWS</b>	<b>TELEVISION</b>			
WFY 92.3 FM WYJB 95.5 FM WCW 98.5 FM WDST 100.1 FM WGNA 107.7 FM		WGY 810 AM The Daily Gazette The Post-Star The Starlogian The Times Union	WEN NEWS CHANNEL 10 WNYT NEWS CHANNEL 13 Time Warner Cable News				