

MEMORANDUM

TO: Jewish Community Housing Corporation Staff
FROM: Harold Colton-Max, CEO ^{HSCM}
DATE: November 18, 2014
RE: **Holiday Closings – Calendar Year 2015 Administrative Offices**

Please be advised that the JCHC offices will be closed on the following holidays during 2015:

Thursday	January 1	New Year's Day
Monday	January 19	Martin Luther King, Jr. Day
Monday	February 16	Presidents' Day
Friday	April 3	Early closing, Passover 1:00 PM
Friday	April 10	Passover 7 th Day
Monday	May 25	Shavuot 2 nd Day/ Memorial Day
Monday	September 7	Labor Day
Monday	September 14	Rosh Hashanah, 1 st Day
Tuesday	September 15	Rosh Hashanah, 2 nd Day
Tuesday	September 22	Early closing, Yom Kippur 1:00 PM
Wednesday	September 23	Yom Kippur
Monday	September 28	Succoth, 1 st day
Tuesday	September 29	Succoth, 2 nd day
Monday	October 5	Sh'mini Atzeret
Tuesday	October 6	Simchat Torah
Thursday	November 26	Thanksgiving Day
Friday	November 27	Day after Thanksgiving
Friday	December 25	Christmas

The office will close at 4:00 PM every Friday.

MEMORANDUM

TO: Jewish Community Housing Corporation Staff
FROM: Harold Colton-Max, CEO^{HSC/11}
DATE: November 18, 2014
RE: **Holiday Closings – Calendar Year 2015 Non-Administrative Offices**

Please be advised that the JCHC offices will be closed on the following holidays during 2015:

Thursday	January 1	New Year's Day
Monday	January 19	Martin Luther King, Jr. Day
Monday	February 16	Presidents' Day
Monday	May 25	Memorial Day
Monday	September 7	Labor Day
Thursday	November 26	Thanksgiving Day
Thursday	December 24	½-Day Holiday, Christmas Eve, 1:00 PM
Friday	December 25	Christmas
Thursday	December 31	½-Day Holiday, New Year's Eve, 1:00 PM
