

CATHOLIC COMMUNITY SERVICE



Alternate Holiday Date Request Form

Check one:

- First day of January, also known as **New Year's Day**.
- Third Monday in January, also known as **Martin Luther King's Birthday**.
- Third Monday in February, also known as **President's Day**.
- Last Monday in March, also known as **Seward's Day**.
- Last Monday in May, also known as **Memorial Day**.
- July 4th, also known as **Independence Day**.
- First Monday in September, also known as **Labor Day**.
- October 18th, also known as **Alaska Day**.
- November 11th, also known as **Veteran's Day**.
- Fourth Thursday in November, also known as **Thanksgiving**.
- December 24th, also known as **Christmas Eve**
- December 25th, also known as **Christmas**

I request approval to substitute the holiday specified above with an alternate day to be taken on:

____ / ____ / ____.

Employee Name (please print)

____ / ____ / ____
Date

I approve the above alternate holiday date request.

Supervisor's Signature

____ / ____ / ____
Date

Initial to approve alternate day taken in a different month.