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.