

# Memorandum

**DATE: Tuesday, December 04, 2018**

**TO: All LJGA Employees**

**FROM: Personnel**

**SUBJECT: Holiday Schedule 2018**

As the Holiday Season approaches, we would like to wish everyone a safe, healthy and enjoyable holiday season. In order to properly process payroll with the shortened weeks, please note the following payroll deadlines for the holidays:

In observance of the Christmas and New Year's Holidays, our offices will be closed Tuesday, December 25, 2018 and Tuesday, January 1, 2019. In addition the office will close early Monday December 24, 2018 and Monday, December 31, 2018.

Due to this shortened workweek, we will require that time for the previous week be reported no later than **12:00PM noon** on Monday, December 24, 2018 and Monday, December 31, 2018 to insure proper processing of payroll for these weeks.

Please note; since this includes the last pay period for 2018 there is no flexibility with time reporting. We cannot make any exceptions. Any time reported late will be paid the following week.

If you have any questions regarding the schedule, please contact your recruitment coordinator or our payroll department at 800-631-4218. Again, our best wishes go out to all of our employees and their families for a joyous holiday season.