**KAPCO**

**2016 HOLIDAY SCHEDULE**

* **Friday, January 1 New Year’s Day**
* **Monday, May 30 Memorial Day**
* **Monday, July 4 Independence Day**
* **Monday, September 5 Labor Day**
* **Thursday, November 24 Thanksgiving Day**
* **Friday, November 25 Day after Thanksgiving**
* **Friday, December 23 Christmas Eve**
* **Monday, December 26 Christmas Day**

**The plant will be shut down Tuesday, December 27, 2016, through Friday, December 30, 2016. Kapco will maintain a skeleton crew for the purpose of taking the year-end inventory and meeting the limited order activity during this week.**

**All vacation must be submitted to and approved by your Supervisor**