

A row of seven white snowflake icons is positioned at the top of the page, centered above the main text area. The background of the page features vertical stripes in red and green.

## ABLE HOLIDAY NOTIFICATION!

Over the years we have received requests to increase time off during the year-end holiday breaks. This year, we're planning ahead!

This holiday season we would like to offer our staff more time to spend with family and friends.

For Thanksgiving break, we will be closed Monday, November 20<sup>th</sup> through Friday, November 24<sup>th</sup>. Employees can return to work on Monday, November 27<sup>th</sup>.

For Christmas and New Years break, we will be closed Monday, December 25<sup>th</sup> thru Monday, January 1<sup>st</sup>. Employees can return to work on Tuesday, January 2<sup>nd</sup>.

\*\*\*\*\*

The following holidays are **paid holidays** for all qualifying employees:

**Thanksgiving Day**  
**Day after Thanksgiving Day**  
**Christmas Day**  
**New Years Day**

***Time off during these breaks, other than the holidays listed above, can be taken as PTO or unpaid. Unless notified otherwise, available PTO will be applied first.***

