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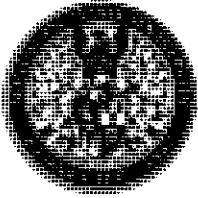
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SUBJECT: HOLIDAYS

- C. When a holiday falls on a Saturday, the previous Friday will be the day off. When a holiday falls on Sunday, the following Monday will be the day off.
- D. Employees of departments whose operation requires their services on prescribed holidays shall be given another day off within the same work week.

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DO NOT USE