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VALLEY MOUNTAIN REGIONAL CENTER

Helping People with Developmental Disabilities Reach Their Maximum Potential

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Memorandum

To: **All Vendors**

From: **Wilma Murray, Community Services Manager**

Cc: **Paul Billodeau, Cindy Mix, Carmen Hill**

Subject: **Holiday Closure Schedule for July 2016 through June 2017**

Date: **June 15, 2016**

The following is the list of Holiday closures as agreed to by the Coalition of Local Area Service Providers (CLASP). This schedule applies to ***day programs and transportation only*** and this memo serves as a courtesy notice for residential facilities, families and SLS providers so that they can plan accordingly:

Independence Day	**Monday, July 4, 2016**
Labor Day	**Monday, September 5, 2016**
Veteran's Day	**Friday, November 11, 2016 (*Optional–notify VMRC if you plan to be open)***
Thanksgiving	**Thursday, November 24, 2016** **Friday, November 25, 2016**
Christmas	**Friday, December 23, 2016** **Monday, December 26, 2016**
New Year's Day	**Monday, January 2, 2017**
Martin Luther King Day	**Monday, January 16, 2017**
President's Day	**Monday, February 20, 2017**
Memorial Day	**Monday, May 29, 2017**

Please note: These holidays are agreed upon for programs that utilize VMRC contract transportation. Though you may be without transportation services, any vendor can choose to switch their holidays or add additional days to their schedule, as long as you do not exceed the number of allowable billable days in that month.

In order to coordinate transit services and billings, if you change or add additional dates, **please send me your schedule of changes/additional days by JUNE 30, 2016.** You may email your list to me, wmurray@vmrc.net, or fax it to my attention at 955-3232. Call if you have questions, 955-3244.