

Note to Office Managers: Please post this on employee bulletin boards at DCA Offices at N.Wilmington, Glasgow, Christiana, Dover, Milford, Lewes and Ocean View Offices and REMOVE the previous version.

From: Pakanati , Shraven

To: Apostolico RN, Katherine; Butler , Rita; Carey LPN, Nancy; Carter , Lucinda; Cartwright MA, Nakisha; Casula , Ashley; Cephas , Kuiyana; Clough , Julie; Committee , Samantha; Council MA, Karen; Cray , Carol; Davis , Dana; Difrancis MA, Angela; Dollard , Keisha; Dunn MA, Lori; Fraser MA, Rosanna; Goodson , Kristal; Gunkel , Bill; Gutting , Jeffrey; Hall MA, Amanda; Henderson , Melissa; Jester MA, Krystal; Kammer , Kristen; Kealty LPN, Cynthia; Landis NP, Mark; Laster , Tonya; LeCates , Katherine; Maxwell MA, Danette; Melendez MA, Alba; Millaway , Misty; Miller , Amy; Morgera MA, Alicia; Payne MA, Jessica; Piccirelli , Pat; Rigler , Jane; Rowe , Susan; Royston MA, Robin; Royston MA, Sharon; Ruggeri , Tina; Savage , Jennifer; Scott , Denice; Smith RN, Tanya; Spence LPN, Lucinda; Spinelli , Alex; Stigile , Crystal; Wallace , Karen; Wilkins MA, Erica; Wood RN, Mary; Yerkes , Cheri; Zimmerman , April;

Cc: Singh DO, Gurmeet; Zweben MD, Mark; Prasad MD, Rajinder; Gohel MD, Pravin; Qureshi MD, Ehtasham; Qureshi MD, Wasif; ElJazzar MD, Khaled; Haththotuwa M.D., Eranga; Blumberg MD, Stephen M; Shea MD, Michael;

Sent: 9/22/2010 2:46:23 PM EDT

Subject: REVISED DCA Holiday List for 2011

Based on the input received regarding PCP offices and other healthcare entities being open on Good Friday, and our business need to serve them, DCA has revised its 2011 Holiday plans to stay open on Good Fridays as well, starting with 2011. However, the full-time employees will get a personal holiday that they can choose to use any day after April 15 of each year. The personal holiday will work similar to a vacation day in terms of making sure the office is adequately staffed when someone avails it.

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The following is a REVISED list of the DCA Holidays for 2011 (for planning purposes):
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Friday, December 31, 2010	New Years Day Observance for 2011
ANY DAY on or after April 15, 2011 (Employee can choose, similar to a vacation day)	PERSONAL HOLIDAY
Monday, May 30, 2011	Memorial Day
Monday, July 4, 2011	Independence Day
Monday, September 5, 2011	Labor Day
Thursday, November 24, 2011	Thanksgiving
Friday, November 25, 2011	Day after Thanksgiving Day
Monday, December 26, 2011	Christmas Holiday (Observance)

This notice supercedes all previous notices on this subject.