

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

From: Pakanati , Shraven

To: To: Attiliis , Mary; Butler , Rita; Carey LPN, Nancy; Carr , Alysha; Carter , Lucinda; Cartwright MA, Nakisha; Casula , Ashley; Cephas , Kuiyana; Clough , Julie; Cray , Carol; Davis , Dana; Denson , Andrea; Devine MA, Deanna; Difrancis MA, Angela; Dollard , Keisha; Dunn MA, Lori; Goodson , Kristal; Gunkel , Bill; Hafler , Kara; Hamby , Marie; Henderson , Melissa; Laster , Tonya; LeCates , Katherine; Martin , Kathy; Melendez MA, Alba; Miller , Amy; Morales MA, Janice; Payne MA, Jessica; Piccirelli , Pat; Rowe , Susan; Royston MA, Robin; Royston MA, Sharon; Ruggeri , Tina; Semanski MA, Mary; Smith RN, Tanya; Spence LPN, Lucinda; Spinelli , Alex; Stigile , Crystal; Suvie , Vicki; Wallace , Karen; Wilkins MA, Erica; Wood RN, Mary; Yerkes , Cheri;

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; Shea MD, Michael; Blumberg MD, Stephen M;

Sent: 11/11/2011 3:43:17 PM EST

Subject: DCA Holiday List for 2012

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 will stay open on Good Friday in 2012, similar to 2011. However, the full-time employees as of April 6, 2012 will get a personal/floating holiday that they can choose to use any day on or after April 6 of 2012, but no later than September 30, 2012. The floating holiday will work similar to a PTO day in terms of making sure the office is adequately staffed when someone avails it.

=====

The following is a list of the DCA Holidays for 2012 (for planning purposes):

=====

- | | |
|----------------------------------|---|
| Monday, January 2, 2012 | New Years Day Observance for 2012 |
| ANY DAY on / after April 6, 2012 | FLOATING HOLIDAY in lieu of Good Friday
(Employee can choose a day between Apr 6 and Sep 30, 2012, and use it similar to a PTO day) |
| Monday, May 28, 2012 | Memorial Day |
| Wednesday, July 4, 2012 | Independence Day |
| Monday, September 3, 2012 | Labor Day |
| Thursday, November 22, 2012 | Thanksgiving |
| Friday, November 23, 2012 | Day after Thanksgiving Day |
| Tuesday, December 25, 2012 | Christmas Holiday |

=====