2020 Holiday Schedule

The Arc's offices will be closed on the holidays listed below. Please note, that if a holiday falls on a Monday, your timesheets are still due. You can submit your timesheet as you typically would, following the guidelines below.

To help to ensure that your timesheet has been received, we ask that:

- For those that fax their timesheets please get verification that the timesheet fax was successful.
- Some fax machines give a printed page that informs the status of the fax, please ensure that it indicates the fax was complete. If the fax machine does not give a printed report, please check the job status of the fax and verify that it indicates the fax was complete.
- For those that email their timesheets, please ensure that you receive a return email stating your timesheet was received. Please note, on Mondays when the office is closed, you will receive an email on Tuesday indicating your timesheet was received. If you do not receive an email, your timesheet email was not received. Please either resend or call the office, 978-373-0552.
- For those that drop off your timesheets to the Arc office, please slide your timesheet under The Arc's main entrance door by 8pm on Monday. If your timesheet is complete by the prior Friday, you may also drop it at the office on Friday.

Wednesday, January 1, 2020       New Year’s Day
Monday, January 20, 2020        Martin Luther King Day
Monday, February 17, 2020       President’s Day
Monday, April 20, 2020          Patriot’s Day
Friday, May 22, 2020            Memorial Day Weekend (Floating)
Monday, May 25, 2020            Memorial Day
Friday, July 3, 2020            Independence Day (Observed)
Monday, September 7, 2020      Labor Day
Monday, October 12, 2020        Columbus Day
Thursday, November 26, 2020     Thanksgiving Day
Friday, November 27, 2020       Day after Thanksgiving
Friday, December 25, 2020       Christmas Day