

Heather Manes
Program Manager
Tel:(510)814-9422
Fax:(510)814-1974
hmanes@hatch4help.org

H.A.T.C.H. *
1010 Versailles Ave. Alameda, CA 94501

Phyllis Kaplan, Ph.D.
Director
Tel:(415)641-9176
pkaplan@hatch4help.org

H.A.T.C.H.'s policy requires that employees **DO NOT work on holidays**. The following holidays are to be observed:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- *Cesar Chavez Day
- Memorial Day
- *Independence Day
- Labor Day
- Indigenous People's Day (Columbus Day)
- *Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving
- *Christmas Eve
- *Christmas Day

***If the holiday falls on a Saturday, the holiday should be observed on the Friday before. If the holiday is on a Sunday, the holiday should be observed on the Monday after.**

These days may change in order to follow the Department of Developmental Services rules and regulations. It is important to also check Regional Center of the East Bay's website for any updated holiday listings and categories, their website is www.rceb.org. RCEB may make additional changes as budgets and laws change. If you have any questions, please feel free to contact the office.



*Help Another Toward Creative Happiness