

## **MARC 2018- HOLIDAY AND INSERVICE SCHEDULE**

Supported employees, please talk to your employer and MARC staff to confirm your individual work schedule. Many supported employees choose to work in response to employer needs during in-service or holidays. It is MARC policy to support individual choice of work schedule.

MARC is an Equal Opportunity Employer and makes every effort to recognize a diversity of secular and religious holiday staff schedules consistent with program needs.

### **All MARC programs are closed on the following days:**

New Year's Day	Monday	January 1
In-service (MLK)	Monday	January 15
Good Friday	Friday	March 30
Memorial Day	Monday	May 28
4 <sup>th</sup> of July	Wednesday	July 4
Labor Day	Monday	September 3
In-service	Friday	October 12
Thanksgiving Holiday	Thursday	November 22
Thanksgiving Holiday	Friday	November 23
Christmas Holiday	Monday	December 24
Christmas Day	Tuesday	December 25
New Year's (pre-eve)	Monday	December 31

**\*Please note that Tuesday, January 1 2019 is the 2019 New Year's Holiday**

### **MARC'S policy on entire day closure due to weather is as follows:**

- MARC East, West, South, RES, RAC will close if the Madison School District closes.
- MARC Mount Horeb will close if Mount Horeb School District closes.
- MARC Stoughton will close if the Stoughton School District closes.
- Sauk Prairie Project SEARCH will close if the Sauk Prairie School District closes.
- Kalahari Project SEARCH will close if the Baraboo School District closes.

**\*MARC Inc. will determine:** whether to remain open or close early in extreme weather conditions when schools elect to offer later starts, early dismissals, and on days when the school districts are closed. MARC will notify media and transportation providers of the decision to close, and work with care providers in instances of early closure.

### **MARC Transportation**

For individuals transported by MARC, if the school district where they live closes, MARC will cancel transportation that day. An example of this would be: Sun Prairie schools close, but Madison schools remain open, MARC would not be providing transportation to Sun Prairie on that day. In this circumstance, the individual can be brought to MARC and be picked up from MARC, at their regularly scheduled time.