




# ALASKA RAILROAD CORPORATION

October 19, 2016

## MEMORANDUM

To: All Alaska Railroad Corporation Employees

From: Bill O'Leary, President and Chief Executive Officer 

Subject: 2017 Holiday Schedule and Payroll Calendar

Listed below are the holidays that will be observed by the Alaska Railroad Corporation during 2017:

New Year's Day	Monday	January 2
President's Day	Monday	February 20
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Columbus Day	Monday	October 9
Veteran's Day	Friday	November 10
Thanksgiving Holidays	Thursday and Friday	November 23 and 24
Christmas Day	Monday	December 25

Your holidays may be different, depending on your individual work schedule. All employees will be notified of any changes in the above schedule. I am enclosing the 2017 payroll calendar for your information.

# PAYROLL CALENDAR - 2017

	Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa
<b>Jan</b>	1	2H	3	4	5	6\$	7 S	2	<b>Jul</b>						1 F
<b>2017</b>	8	9	10	11	12	13	14 F		<b>2017</b>	2	3	4H	5	6	7\$ 8 S 15
	15	16	17	18	19	20\$	21 S 3			9	10	11	12	13	14 15 F
	22	23	24	25	26	27	28 F			16	17	18	19	20	21\$ 22 S 16
	29	30	31							23	24	25	26	27	28 29 F
										30	31				
<b>Feb</b>				1	2	3\$	4 S 4		<b>Aug</b>		1	2	3	4\$	5 S 17
<b>2017</b>	5	6	7	8	9	10	11 F		<b>2017</b>	6	7	8	9	10	11 12 F
	12	13	14	15	16	17\$	18 S 5			13	14	15	16	17	18\$ 19 S 18
	19	20H	21	22	23	24	25 F			20	21	22	23	24	25 26 F
	26	27	28							27	28	29	30	31	
<b>Mar</b>				1	2	3\$	4 S 6		<b>Sep</b>					1\$	2 S 19
<b>2017</b>	5	6	7	8	9	10	11 F		<b>2017</b>	3	4H	5	6	7	8 9 F
	12	13	14	15	16	17\$	18 S 7			10	11	12	13	14	15\$ 16 S 20
	19	20	21	22	23	24	25 F			17	18	19	20	21	22 23 F
	26	27	28	29	30	31\$				24	25	26	27	28	29\$ 30 S 21
<b>Apr</b>							1 S 8		<b>Oct</b>	1	2	3	4	5	6 7 F
<b>2017</b>	2	3	4	5	6	7	8 F		<b>2017</b>	8	9H	10	11	12	13\$ 14 S 22
	9	10	11	12	13	14\$	15 S 9			15	16	17	18	19	20 21 F
	16	17	18	19	20	21	22 F			22	23	24	25	26	27\$ 28 S 23
	23	24	25	26	27	28\$	29 S 10			29	30	31			
	30														
<b>May</b>		1	2	3	4	5	6 F		<b>Nov</b>			1	2	3	4 F
<b>2017</b>	7	8	9	10	11	12\$	13 S 11		<b>2017</b>	5	6	7	8	9\$	10H 11 S 24
	14	15	16	17	18	19	20 F			12	13	14	15	16	17 18 F
	21	22	23	24	25	26\$	27 S 12			19	20	21	22\$	23H 24H 25 S 25	
	28	29H	30	31						26	27	28	29	30	
<b>Jun</b>					1	2	3 F		<b>Dec</b>						1 2 F
<b>2017</b>	4	5	6	7	8	9\$	10 S 13		<b>2017</b>	3	4	5	6	7	8\$ 9 S 26
	11	12	13	14	15	16	17 F			10	11	12	13	14	15 16 F
	18	19	20	21	22	23\$	24 S 14			17	18	19	20	21	22\$ 23 S 1
	25	26	27	28	29	30				24	25H	26	27	28	29 30 F
										31					

**NOTE:** Payroll Year-End is pay period ending December 9, 2017.  
 Represented Leave Year-End is pay period ending December 9, 2017.  
 Non-represented Leave Year-End is pay period December 23, 2017.

**F** > First week of pay period      **S** > Second week of pay period (PERIOD END)  
**\$** > Pay Date      **H** > Holiday

All employees should be aware that a check is not legally negotiable until the date of the check. **It is illegal to cash or deposit a check prior to the date on the check,** a financial institution or ARRC may refuse to honor the check. **Any NSF fees that may be incurred as the result of a check not being honored will be the responsibility of the individual who deposited the check.**