

VOICEMAIL HOLIDAY SCHEDULE FOR 2011

This form is used to identify Please check the dates you would like programmed as holidays in your auto attendant system. Typically when a day is programmed as a holiday the auto attendant will behave as if the system were in closed mode. Some customers may have special holiday messages played during the days/dates indicated as holidays. Please indicate which days/dates your system should treat as outlined above below. **NOTE: MOST SYSTEMS CANNOT DO PARTIAL DAYS (I.E. START AT 2:00 P.M)**

Once you have completed this form return it to the person who sent it to you or call our Service Department on 818 756-3337 and inform the person you speak with that you would like to place an order to have your auto-attendant holiday schedule updated and you have already completed the holiday schedule.

Holiday Name	Date of Holiday	Observed	Day Prior	Day After	Comments
Martin Luther King Jr.	Monday – January 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presidents' Day	Monday – February 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Day of Passover	Tuesday – April 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good Friday	Friday – April 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Memorial Day	Monday – May 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Independence Day	Monday – July 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Labor Day	Monday – September 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Columbus Day Observed	Monday – October 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Veterans Day Observed	Friday – November 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thanksgiving	Thursday – November 24	<input type="checkbox"/>	<input type="checkbox"/>		
Day after Thanksgiving	Friday – November 25	<input type="checkbox"/>		<input type="checkbox"/>	
First Day of Chanukah	Wednesday – December 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Christmas Eve (2011)	Saturday – December 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Christmas Day (2011)	Sunday – December 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Year's Eve (2011)	Saturday – December 31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Year's Day (2012)	Sunday – January 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other days observed or additional comments:

Company Name: _____

Form Completed By: _____ Telephone Number: _____

SORD NO: _____ System Updated By: _____ Date: _____