



2011 R&L Scheduled Closings & Federal Reserve Bank Holidays

Every year the staff at *R&L* looks forward to providing timely and efficient payroll — The very best payroll available. To assist you in planning the year we have prepared the following list of closures. Please mark your calendar accordingly.

Should any of these days affect your payroll processing, please contact us so we can make arrangements to deliver your payroll according to your schedule.

R&L will be closed for the following Holidays

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|--------------------|---------------------------|---------------------|---|
| • New Years Eve | Friday, December 31, 2010 | • Thanksgiving | Thursday, November 24
Friday, November 25 |
| • Presidents' Day | Monday, February 21 | • Christmas Holiday | Monday, December 26, 2011
Tuesday, December 27, 2011 |
| • Memorial Day | Monday, May 30 | • New Years Holiday | Monday, January 2, 2012 |
| • Independence Day | Monday, July 4 | | |
| • Labor Day | Monday, September 5 | | |

Because of file transmission requirements, these dates are especially important for our clients utilizing Direct Deposit and Automatic Tax Service.

Federal Reserve Bank Holidays

R&L will be open on the following Federal Holidays, however, your Direct Deposit and Tax Service will be impacted due to bank closures:

Martin Luther King Jr. Day, Jan. 17; Columbus Day, Oct. 10; and Veterans' Day, Nov. 11, 2011.

R&L Payroll

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