



## Office Schedule and Holiday Schedule *August 2016 through May 2017*

**Monday, August 29<sup>th</sup>, 2016 | REGULAR OFFICE HOURS RESUME**  
Orders taken 8:30am – 1:00pm CST Monday through Thursday  
Orders received by 1:00pm will be shipped the same day

**Labor Day | September 5<sup>th</sup>, 2016 | OFFICE CLOSED**  
Orders will be taken 8:30am – 1:00pm CST Tuesday through Thursday  
Orders received by 1:00pm will be shipped the same day

**September 12<sup>th</sup>, 2016 | Regular Office Hours**  
Orders taken 8:30am to 1:00pm CST Monday through Thursday  
Orders received by 1:00pm will be shipped the same day

**Columbus Day | October 10<sup>th</sup>, 2016 | Regular Office Hours**

**Thanksgiving Week | November 24<sup>th</sup> – 25<sup>th</sup>, 2016 | OFFICE CLOSED THURSDAY AND FRIDAY**  
Orders will be taken per the regular schedule on Monday, Tuesday, and Wednesday

***HOLIDAY SCHEDULE BEGINS WEEK OF November 28<sup>th</sup>, 2016 (Additional details to follow)***  
OFFICE CLOSES on December 22, 2016 at 1 and reopens January 2<sup>th</sup>, 2017

**Martin Luther King Day | January 16<sup>th</sup>, 2017 | Regular Office Hours**

**President's Day | February 20, 2017 | Regular Office Hours**

**Memorial Day | May 29<sup>th</sup>, 2017 | OFFICE CLOSED**  
Orders will be taken 8:30am – 1:00pm CST Tuesday and Wednesday  
Orders received by 1:00pm will be shipped the same day

Spring breaks, teacher institute days and in-service days **do not** affect Manna's regular office hours.

Call the office if you have any additional questions.

Summer Schedule to be announced in May 2017