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DATE: December 12, 2011

TO: Authorized Distribution Agents
MLCC Financial Management Staff

FROM: Michigan Liquor Control Commission

SUBJECT: State of Michigan 2012 Holiday Schedule for Spirit Orders

The State of Michigan will observe the following holidays in calendar year 2012:

Monday, January 2	New Year's Day
Monday, January 16	Martin Luther King, Jr. Day
Monday, February 20	President's Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Tuesday, November 6	Election Day
Monday, November 12	Veterans' Day
Thursday, November 22	Thanksgiving
Friday, November 23	Thanksgiving
Monday, December 24	Christmas Eve
Tuesday, December 25	Christmas Day
Monday, December 31	New Year's Eve

In addition, the State of Michigan will observe New Year's Day on Tuesday, January 1, 2013.

All Michigan Liquor Control Commission (MLCC) offices will be closed on the above days.

All licensee orders taken on the above Monday holidays must be combined by Authorized Distribution Agents (ADAs) into one file with orders taken the previous Friday through Sunday or the orders will not be processed. This file must be transmitted to the MLCC no later than the following Tuesday.

All licensee orders taken on Tuesday, July 3, 2012 must be combined into one file by ADAs with licensee orders taken on Wednesday, July 4, 2012 or the orders will not be processed. This file must be transmitted to the MLCC no later than Thursday July 5, 2012.

All licensee orders taken on Monday, November 5, 2012 must be combined into one file by ADAs with licensee orders taken on Tuesday, November 6, 2012 or the orders will not be processed. This file must be transmitted to the MLCC no later than Wednesday November 7, 2012.

All licensee orders taken on Wednesday, November 21, 2012 must be combined into one file by the ADA with licensee orders taken on Thursday, November 22, 2012 or the orders will not be processed. This file must be transmitted to the MLCC no later than Monday, November 26, 2012. Also, no later than Monday, November 26, 2012, all licensee orders taken on Friday, November 23, 2012 through Sunday, November 25, 2012 must be combined by the ADA and sent to the MLCC in a separate file from the orders taken on Wednesday, November 21, 2012 and Thursday, November 22, 2012 or the orders will not be processed.

All licensee orders taken on Friday, December 21, 2012 through Tuesday, December 25, 2012 must be combined into one file by ADAs or the orders will not be processed. This file must be transmitted to the MLCC no later than Wednesday, December 26, 2012.

All licensee orders taken on Friday, December 28, 2012 through Tuesday January 1, 2013 must be combined into one file by ADAs or the orders will not be processed. This file must be transmitted to the MLCC no later than Wednesday, January 2, 2013.