

## 126 – HOLIDAYS

- A. The following full days are observed as paid holidays for regular employees:
1. The first day of January - New Year's Day;
  2. The third Monday of January - Martin Luther King, Jr. Day;
  3. The third Monday of February - Presidents' Day;
  4. The Friday preceding Easter Sunday - Good Friday;
  5. The last Monday in May - Memorial Day;
  6. The fourth day of July - Independence Day;
  7. The first Monday of September - Labor Day;
  8. The eleventh day in November - Veterans' Day;
  9. The fourth Thursday in November - Thanksgiving Day;
  10. The twenty-fifth day of December - Christmas Day; and
  11. Every day appointed by the President of the United States or by the governor of this state for a public holiday.
- B. Court System offices close at noon on December 24. Noon closure applies on December 24 only and is not moved to the preceding Friday or following Monday as referenced below for holidays. Employees receive pay for the noon closure as if it was a holiday.
- C. If a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday, respectively, is considered the holiday.
- D. If a courthouse is closed for a holiday not observed by the Court System or a non-weather related closure, except for emergencies, employees stationed at that courthouse will be required to work or take leave.
- E. If a remote working employee's principal place of employment is closed due to an emergency, inclement weather, or other closures including additional closures around holidays, the employee will continue to work at the assigned alternate work location or take leave.
- F. An employee may not substitute observed holidays for other days off with the exception that an alternate day off will be provided when an employee is scheduled by the employee's supervisor to work a holiday for necessary business reasons.