

CLERK OF THE COURTS HOLIDAYS

(Fiscal year 2014-2015)

The following is a list of holidays to be observed by the Clerk's Office unless otherwise modified by the Clerk:

<u>DAY</u>	<u>DATE OBSERVED</u>	
Veteran's Day	November 11, 2014	Tuesday
Thanksgiving Day	November 27, 2014	Thursday
Friday after Thanksgiving Day	November 28, 2014	Friday
Christmas Eve (Changed To Friday after Christmas)	December 26, 2014	Wednesday
Christmas Day	December 25, 2014	Thursday
New Year's Day	January 1, 2015	Thursday
Martin Luther King's Birth (Third Monday in January)	January 19, 2015	Monday
Memorial Day (Last Monday in May)	May 25, 2015	Monday
Independence Day - July 4	July 3, 2015	Friday
Labor Day (First Monday in September)	September 7, 2015	Monday

Personal Holiday - May be used any time with prior approval of the Supervisor. New employees may not take a personal holiday during the first 6 months of their probationary period. Personal Holidays may not be carried into the next calendar year and there shall be no cash payment for the holiday in lieu of use.

Length of Service Holiday - Regular employees who have completed five (5) and ten (10) year intervals of continuous service shall be entitled to one (1) additional holiday. Regular employees who have completed fifteen (15) and twenty (20) years of continuous service shall be entitled to two (2) additional holidays. Regular employees who have completed twenty-five (25) years and at each five (5) year increment thereafter of continuous service shall be entitled to three (3) additional holidays. Such holidays occur one time and have no cumulative effect. Length of Service holidays must be observed within one (1) year of the employee's anniversary date with prior Department Head approval. If the holiday(s) are not observed within one (1) year the day(s) shall be forfeited.

When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed.

The Clerk may declare other holidays.

Computer: holidaysclerk2014-2015