COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

HOLIDAYS

POLICY NO.: 4.10

EFFECTIVE: 11/01/96
REVISED: 08/12/98
05/11/99
01/01/00
04/01/01
08/28/01
09/01/06
03/23/10
12/04/12

OVERVIEW: Certain holidays are recognized as official County holidays. Business offices are closed and some essential operation will continue.

SCOPE: This policy applies to all full- and part- time employees, with exceptions noted.

PROVISIONS:

A. Days Observed as Holidays:

The Board of Supervisors declared that the County of Orange would follow the Commonwealth of Virginia's preannounced Holiday Schedule each year, but that the Holiday Schedule would not include any additional time off that was not preannounced, such as "recognition leave" for holiday or time off related to deaths of officials, which are provided to some State agencies throughout the year. The following are typical of what would be on the preannounced schedule:

January 1	-	New Year's Day
Friday preceding the Third Monday in January	-	Lee/Jackson Day
Third Monday in January	-	Martin Luther King, Jr. Day
Third Monday in February	-	George Washington Day
Last Monday in May	-	Memorial Day
July 4	-	Independence Day
First Monday in September	-	Labor Day
Second Monday in October	-	Columbus Day
November 11	-	Veteran's Day
Fourth Wednesday in November	-	Close at Noon
Fourth Thursday and Friday in November	-	Thanksgiving Break
December 25	-	Christmas

Additionally, the County Administrator may adjust holiday schedules for certain departments. In no instance shall any department shall have more holidays than recognized above.

B. Holiday on a Weekend

If a holiday observed by the County falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.