



## PERSONNEL POLICY

### SUBJECT: FULTON COUNTY OBSERVED HOLIDAYS

DATE: January 1, 2017

Number: 202-16

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#### I. Statement of the Policy

This policy shall apply to all Fulton County employees, departments and agencies. In general, it is the policy of Fulton County to officially close, when possible, all of its offices on each of the following paid holidays observed by Fulton County during each year:

HOLIDAY	TYPICAL DATE OBSERVED
New Year's Day	January 1
Dr. Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

**(1) Dates of observation when holiday falls on weekend**

Designated holidays which occur on a Saturday shall be observed on the preceding Friday; those which occur on a Sunday shall be observed on the succeeding Monday.

**II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Manager and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.