

2022 Holiday Schedule

New Year's Day.....	Monday.....	January 3 rd
Martin Luther King.....	Monday.....	January 17 th
President's Day.....	Monday.....	February 21 st
Memorial Day.....	Monday.....	May 30 th
Independence Day.....	Monday.....	July 4 th
Labor Day.....	Monday.....	September 5 th
Veterans Day.....	Friday.....	November 11 th
Thanksgiving Day.....	Thursday.....	November 24 th
Thanksgiving Friday.....	Friday.....	November 25 th
Christmas Eve Day.....	Friday.....	December 23 rd
Christmas Day.....	Monday.....	December 26 th
New Year's Eve Day.....	Friday- Close at 1:00 pm	December 30 th

Rules for Collections

Deaths

There will be a collection of \$2.00 for a memorial per person in the case of death of any courthouse personnel or their immediate household. The courthouse will be closed at the time of the funeral. For the death of family members other than immediate household, a freewill collection will be taken by the office of the employee involved.

Hospitalization

A collection of \$1.00 per person will be taken for flowers for any hospitalized courthouse personnel.

Farewell or Retirement

For any person employed over one year but less than ten, there will be a \$2.00 gift collection and a party given by the office of the employee. For any person employed at the courthouse over ten years, there will be a \$3.00 per person collection taken for a gift. The office of the departing employee will be responsible for the collection and party. Office involved may request assistance from other offices.

Sheriff's Office

It has been agreed with the sheriff's department that we will not collect from them or them from us except in the case of the death of any of their personnel or any immediate courthouse personnel.

Department Head Schedule

January.....	Stephanie	August.....	Jerry
February.....	Deb	September.....	LeRoy
March.....	Ernie	October.....	Becky
April.....	Nick	November.....	Rochelle
May.....	Ed	December.....	Nolan
June.....	Sharon	January 2023.....	Craig
July.....	Jayson	February 2023.....	Kevin
		March 2023.....	Mike