

# BRUNSWICK COUNTY LIBRARY HOLIDAY PROTOCOL

Brunswick County Library follows the Brunswick County Government holiday schedule. If a County-observed holiday falls on a Friday or Monday, the Library will be open on Saturday with the exception of Thanksgiving weekend and Easter weekend when the Library shall be closed on that Saturday. If the actual holiday falls on Saturday, the Library will be closed both Friday and Saturday in observance of the holiday. For Christmas, if the County is closed both Friday and Monday, the Library will be closed on the intervening Saturday; otherwise, the Library will be open on Saturday.

Individual branches may close for the day due to local observances (i.e. town parades or festivals) that interfere with Library operations. Other Library locations will remain open. Such closures will be posted as far in advance as is feasible.

## BRUNSWICK COUNTY GOVERNMENT OFFICES WILL BE CLOSED DURING THE FOLLOWING HOLIDAYS:

HOLIDAY SCHEDULE - PER CALENDAR PUBLISHED ANNUALLY
New Year's Day
Dr. Martin Luther King Jr. Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day & Day After Thanksgiving
Christmas (3 work days)

Weekend Holidays: When a designated holiday falls on Saturday, the preceding Friday will be observed, and when the holiday falls on Sunday, the following Monday will be observed.

<u>Christmas Day</u>	<u>County Observes</u>
Sunday	Friday, Monday, Tuesday
Monday	Friday, Monday, Tuesday
Tuesday	Monday, Tuesday, Wednesday
Wednesday	Tuesday, Wednesday, Thursday
Thursday	Wednesday, Thursday, Friday
Friday	Thursday, Friday, Monday
Saturday	Thursday Friday, Monday

References: Brunswick County Personnel Manual, Rev. 1.19.2021