



NORTH CAROLINA
ADMINISTRATIVE OFFICE
of the COURTS

Office of the Director

Judge John W. Smith
Director

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April 9, 2015

MEMORANDUM

TO: Judicial Branch of Government
FROM: John W. Smith, Director
SUBJECT: Calendar Year 2016 Holiday Schedule

The 2016 holiday schedule for the Judicial Branch of Government is the same for the Executive Branch, allowing for twelve holidays.

Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2016	Friday
Martin Luther King, Jr.'s Birthday	January 18, 2016	Monday
Good Friday	March 25, 2016	Friday
Memorial Day	May 30, 2016	Monday
Independence Day	July 4, 2016	Monday
Labor Day	September 5, 2016	Monday
Veteran's Day	November 11, 2016	Friday
Thanksgiving Day	November 24 & 25, 2016	Thursday & Friday
Christmas	December 23, 26, & 27, 2016	Friday, Monday and Tuesday

Please remember that any variations in this schedule could result in overtime and premium pay costs, for which funds have not been budgeted. For this reason, any adjustment or change in this holiday schedule must be approved in advance by me. After receiving such approval, should court be held on a scheduled holiday requiring some of your employees to work, the employees will be granted an alternate day off, plus holiday premium pay. Please contact the NCAOC Human Resources Division if this occurs to determine who is eligible for holiday premium pay, and the procedures necessary to make appropriate payments.