Boone County Government Holiday Policy

Effective Date:
Applies To: All Regular Full-Time Employees

Policy Statement:
This policy outlines the official holidays recognized by Boone County Government and the procedures for holiday observance by county employees.

Holiday Pay
All holidays listed in this policy are paid closures for eligible full-time employees. Employees will receive their regular rate of pay for each official holiday on which the county offices are closed. Employees must work the day before and the day after a scheduled holiday to receive pay for the holiday closure, unless previously approved for time off by the supervisor.

Recognized Holidays
Boone County Government offices will be closed in observance of the following holidays:

1. **New Year's Day** – January 1
2. **Martin Luther King Jr. Day** – Third Monday in January
3. **President's Day** – Third Monday in February
4. **Good Friday** – Friday before Easter Sunday
5. **Memorial Day** – Last Monday in May
6. **Independence Day** – July 4
7. **Labor Day** – First Monday in September
8. **Columbus Day** – Second Monday in October
9. **Veterans Day** – November 11
10. **Thanksgiving Day** – Fourth Thursday in November
11. **Day After Thanksgiving** – Friday following Thanksgiving
12. **Christmas Eve** – December 24
13. **Christmas Day** – December 25
14. **New Year's Eve** – December 31
15. **Employee Birthday** – One personal holiday to be taken during the employee's birth month. Scheduling is subject to supervisor's approval.

Election Year Office Closures

In election years, Boone County Government offices will also be closed on the following days to facilitate voter access and civic participation:

- **Primary Election Day** – Held in May
- **General Election Day** – Held in November on the first Tuesday

These closures apply to all county offices not directly involved in election operations.

Holiday Weekend Adjustment

If a recognized holiday falls on a Thursday, the following Friday will also be treated as a holiday, and all Boone County Government offices will be closed.

Additional Notes

- If a holiday falls on a Saturday, it will be observed on the preceding Friday.
- If a holiday falls on a Sunday, it will be observed on the following Monday.
- Holiday observances are subject to change by order of the Boone County Board of Commissioners.