

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**HOLIDAYS**

**POLICY NO.: 4.10**

**EFFECTIVE: 11/1/96  
REVISED: 12/20/22**

**OVERVIEW:** This policy defines the holidays that are recognized as official County holidays. Most business offices will be closed in observance of these holidays, while essential operations will continue.

**SCOPE:** This policy applies to all part-time and full-time employees, with exceptions as noted.

**PROVISIONS:**

A. Days Observed as Holidays

The Board of Supervisors has declared that the County of Orange would follow the Commonwealth of Virginia’s Holiday Schedule each year, but that the Holiday Schedule would not include any additional time off that was not preannounced, such as “recognition leave” for holidays or time off related to deaths of officials, which are provided to some State agencies throughout the year. The following are typical of what would be included on the Holiday Schedule, and includes holidays that are unique to Orange County as well:

January 1 .....	New Year’s Day
Third Monday in January .....	Martin Luther King, Jr. Day
Third Monday in February .....	George Washington Day
March 16 .....	James Madison’s Birthdate
Last Monday in May .....	Memorial Day
June 19 .....	Juneteenth
July 4 .....	Independence Day
First Monday in September .....	Labor Day
Second Monday in October .....	Columbus Day & Yorktown Victory Day
First Tuesday in November .....	Election Day
November 11 .....	Veteran’s Day
Fourth Wednesday in November .....	Close at Noon for Thanksgiving
Fourth Thursday and Friday in November .....	Thanksgiving
December 25 .....	Christmas

The Board of Supervisors may grant additional holidays, under special circumstances, throughout the year. Additionally, the County Administrator may adjust holiday schedules for certain departments.

The Human Resources Department shall create and publish the official Holiday Schedule for Orange County on an annual basis, after the Commonwealth of Virginia's Holiday Schedule is released. The County Administrator's Office shall be responsible for notifying employees of any changes to the Holiday Schedule once official notice is received.

B. Holiday on a Weekend

If a holiday recognized by the County falls on a Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. Otherwise, the holiday shall be observed on the date specified in the list above.