




JUDGE MARION WARREN  
DIRECTOR  
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## MEMORANDUM

TO: Judicial Branch of Government  
FROM: Marion R. Warren, Director   
SUBJECT: Calendar Year 2018 Holiday Schedule

The 2018 holiday schedule for the Judicial Branch of Government is the same for the Executive Branch, allowing for twelve holidays.

<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 1, 2018	Monday
Martin Luther King, Jr.'s Birthday	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veteran's Day	November 12, 2018	Monday
Thanksgiving Day	November 22 & 23, 2018	Thursday & Friday
Christmas	December 24, 25, & 26, 2018	Monday, Tuesday and Wednesday

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.