**OFFICE CLOSING POLICY**

Holidays, closings/delays, and other temporary changes to the Office hours will be determined by the Treasurer, Clerk, and office staff. Holiday closings will be determined in December of the previous year or January of the current year and filed in the Office Procedures Binder. Other closing decisions will be made as the need arises by Supervisor, Clerk, Treasurer, and/or other designated employee or official.

**HOLIDAYS 2023**

The following Holidays will be observed each year as determined by Federal, State, and County guidelines:

New Year’s Day – Jan 2

Martin Luther King, Jr.

Presidents Day

Memorial Day

4th of July

5th of July

Labor Day

Columbus Day

Day Before Thanksgiving

Thanksgiving

Christmas Day

In the event of inclement weather and unsafe road conditions the Office will be closed, will delay opening, or close early if the Hanover-Horton School District has cancelled, delayed, or closed early. If conditions improve, the Office may reopen.

When an emergency occurs the Supervisor, Clerk, Treasurer, or designated office staff will determine if and how long the office will close as well as employees needed during the emergency. The following are examples of emergencies:

over a foot of snow falls; electricity is out; heat in the winter/air conditioning in the summer is not available; flooding affects transportation; the governor declares a weather emergency and asks people to stay off the roads; office equipment and services are unavailable, including but not limited to, server, internet, County and State resources, water.