



STATE OF MICHIGAN
SAGINAW COUNTY PROBATE COURT
Juvenile & Family Division

PATRICK J. MCGRAW
Probate Judge

CHERYL SHAW ALDEN
Judicial Secretary

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Local Administrative Order 2023 - 05

Probate Court – Juvenile & Family Division - Hours of Operation

Pursuant to MCR 8.112(b), the following Administrative Order is entered and given immediate effect:

- A. The Court hours of operation for the Juvenile & Family Division, located at 3360 Hospital Road, Saginaw, Michigan, are 8:00 a.m. to 12:00 p.m. and 1 p.m. to 5:00 p.m. Monday through Friday.
- B. The Holidays of the Juvenile & Family Division will coincide with those adopted by the Saginaw County Board of Commissioners. An excerpt from the County Policy Handbook is attached.

Effective Date: 12/1/23

Date:

12/1/23

Chief Judge Signature:

Category: 300
Number: 342

Subject: **HOLIDAYS**

1. **PURPOSE:** It is the purpose of this policy to make employees aware of fixed holidays within Saginaw County and establish pay guidelines for those holidays.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301, subject to collective bargaining agreements.
4. **RESPONSIBILITY:** The Saginaw County Board of Commissioners shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**

6.1 Holidays. The following and such other days as the Board of Commissioners may fix are holidays with pay for all regular full-time employees normally scheduled to work on such days:

New Year's Day, January 1.
Martin Luther King's Birthday, 3rd Monday in January.
President's Day, 3rd Monday in February.
Good Friday
Memorial Day, Last Monday in May.
Juneteenth, June 19.
Independence Day, July 4.
Labor Day, 1st Monday in September.
Veterans' Day, November 11.
Thanksgiving Day, 4th Thursday in November.
Friday after Thanksgiving Day
Christmas Eve, December 24.
Christmas Day, December 25.
New Year's Eve, December 31.

6.2 Alternate Days. If one of the holidays listed above should fall on a Sunday, the following Monday shall be observed as a holiday. If one of the holidays listed above should fall on a Saturday, excluding Christmas and New Year's Day, the previous Friday shall be observed as a holiday, except for employees assigned to seven-day operations, who will celebrate the actual date of the holiday. If Christmas Eve or New Year's Eve falls on Saturday or Sunday, the holiday will be observed on Friday. If Christmas or New Year's Day falls on Saturday, the holiday will be observed on the previous Friday and Christmas Eve or New Year's Eve Day will be observed on Thursday the day before.