

**RESOLUTION 25-12**  
**Setting Holidays- Office Hours-Payroll Dates & Time Sheet Deadlines for Calendar Year 2025**

**2025 Holidays:**

New Year's Day	Wednesday, January 1, 2025
Martin Luther King Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Indigenous Peoples Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day*	Thursday, December 25, 2025
New Year's Day	Thursday, January 1, 2026

\*Courthouse will close at 12:00 p.m. (noon), December 24, Christmas Eve  
Courthouse will be closed on all scheduled holidays  
Regular office hours are 8:00 am-Noon and 1:00 pm-5:00 pm Monday thru Friday

**2025 TIME SHEET DEADLINES:**

Pay periods run from the 21st of each month through the 20th

Payroll is paid on the last working day of each month


ALL timesheets are DUE by 5pm on the 21st of each month other than:

June 23, September 22, December 22, in which they are due at 9am

**Timesheets turned in late will be held until the next pay period.**

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS THIS 27th DAY OF NOVEMBER, 2024

  
Todd Devlin, Chairperson

  
Christine Keltner, Member

  
Dennis Teske, Member

Attest:   
Shari Robertson, Clerk and Recorder