

## **Our Office is CLOSED for the following Holidays**

**New Year's Eve at Noon:** December 31<sup>st</sup> when it falls on a regular business day.

**New Year's Day:** January 1<sup>st</sup> when it falls on a regular business day, the Friday before when it falls on Saturday, or the Monday after when it falls on Sunday.

**Memorial Day** – the last Monday in May.

**4<sup>th</sup> of July:** July 4<sup>th</sup> when it falls on a regular business day, the Friday before when it falls on Saturday, or the Monday after when it falls on Sunday.

**Labor Day:** the 1<sup>st</sup> Monday in September.

**Thanksgiving Day:** the 4<sup>th</sup> Thursday in November.

**Black Friday:** the 4<sup>th</sup> Friday in November. We will be open our normal Saturday hours.

**Christmas Eve at Noon:** December 24<sup>th</sup> when it falls on a regular business day.

**Christmas Day:** December 25<sup>th</sup> when it falls on a regular business day, the Friday before when it falls on Saturday, or the Monday after when it falls on Sunday.

We also close at **Noon around the 2<sup>nd</sup> Tuesday of December** to allow our staff to get together for our annual office Holiday gathering. We will post the actual date annually.