

**KINGS COUNTY**  
**Human Resources Department**  
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**Carolyn Leist, Director**

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TO: All County Employees

FROM: Carolyn Leist, Human Resources Director *CL*

DATE: December 2, 2024

SUBJECT: **2025 HOLIDAY SCHEDULE**

Below is the 2025 holiday schedule, beginning with Christmas Eve 2024, based on current contracts in place with each employee bargaining unit. Employees in the General Unit, Supervisors Unit, Blue Collar Unit, Prosecutors Association, Probation Officers Association, and Management, an additional three and a half days of paid holiday closure is provided in December 2024 to be added between the full day holiday for Christmas and the half day for New Year's Eve. The County offices participating in the closure will close on Tuesday, December 24, 2024, and remain closed through Wednesday, January 1, 2025, and offices will reopen on Thursday, January 2, 2025. Additionally, employees in the Blue-Collar Unit, Prosecutors Association, Probation Officers Association, and Management were provided with an additional three days of paid holiday closure on Monday, December 23, 2024, Thursday, January 2, 2025, and Friday, January 3, 2025. County offices will remain open during these dates.

**Remainder of 2024 and 2025 Holiday Schedule \***

Holiday	Day Observed	Date Observed	Notes
Christmas Eve	Tuesday	December 24, 2024	
Christmas Day	Wednesday	December 25, 2024	
New Year's Eve	Tuesday	December 31, 2024	Half day
New Years Day	Wednesday	January 1, 2025	
Martin Luther King Day	Monday	January 20, 2025	
Presidents' Day	Monday	February 17, 2025	
Memorial Day	Monday	May 26, 2025	
Independence Day	Friday	July 4, 2025	
Labor Day	Monday	September 1, 2025	
Veterans' Day	Tuesday	November 11, 2025	
Thanksgiving Day	Thursday	November 27, 2025	
Day After Thanksgiving	Friday	November 28, 2025	
Christmas Eve	Wednesday	December 24, 2025	
Christmas Day	Thursday	December 25, 2025	
New Year's Eve	Wednesday	December 31, 2025	Half day
New Years Day	Thursday	January 1, 2026	

**NOTE:** Maximum holiday compensation (except for Fire) is limited to 8 hours of straight-time pay for full day holidays, and 4 hours on designated 1/2-day holidays. For permanent, part-time positions holidays are pro-rated accordingly. For employees working a nonstandard schedule (e.g., 9/80, 4/10's or 12's) who do not work the holiday, a maximum of 8 hours of holiday pay will be earned. If the schedule requires more than 8 hours to be worked on the holiday, those hours must be made up by using vacation or other approved leave balances.

Supervisors should check the agreements of any employees working flex or alternate schedules to ensure the holiday workweek is handled as negotiated or call Human Resources in advance for assistance. If you have any questions about this information, please check the applicable MOU or call Human Resources at extension 2510.