

# Early Holiday Closures in November & December

It is requested that the County Library Board approve early closures around the November and December holidays.

- Day before Thanksgiving (Wednesday): Close early at 6:00 pm
- Thanksgiving and Day After Thanksgiving (Thursday and Friday): Closed
- Saturday after Thanksgiving: Open regular hours
- Christmas Eve: Close early at 2:00 pm
- Christmas Day: Closed
- New Year's Eve: Close early at 6:00 pm
- New Year's Day: Closed

**Note:** Early closures are not paid time. Employees normally scheduled to work during a closed period should plan ahead and either adjust their weekly schedule or use leave to cover the closed time.

## Related Information

- Salt Lake County [Holiday Schedule](#)
- Holiday hours procedures are in accordance with [Salt Lake County Human Resources Policy 4-200: Leave Practices](#)