Town of Southampton
210 College Highway
Southampton, MA 01073

Holiday Office Closing

Applies to:	*All Departments.*
Select Board Original Adoption:	December 10, 2024
Amended on:	--
Last Reviewed by Select Board:	

Policy Statement

This policy sets forth standard guidelines for early closing of Town offices on selected holidays. This policy applies to all employees in service to the Town with the exception of elected officials, those governed by union contracts, and those serving under the direction and control of the Wm. E. Norris School Committee.

Policy Description

From within the list of holidays recognized by the Town and as listed in the Personnel Rules and Regulations handbook effective July 2024, the Select Board hereby establishes a standard early municipal office closing time related to three specific days; day before Thanksgiving, Christmas Eve and New Years Eve.

Whenever Christmas and New Years fall on a Tuesday, Wednesday, Thursday or Friday, eligible employees may leave work at 12:00 pm (noon) the day prior to that, without taking personal time off or vacation leave, in order to enjoy time with their family and friends.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Holiday	Closed					
	Holiday / Closed					
	Early Closing	Holiday / Closed				
		Early Closing	Holiday / Closed			
			Early Closing	Holiday / Closed		
				Early Closing	Holiday / Closed	
					Closed	Holiday