



North Carolina Department of Human Resources
Division of Social Services

Economic Independence Section • 325 North Salisbury Street
2420 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon Beal, Director
(919) 733-3055

July 22, 2003

Re: **County Holiday Schedule**

Dear County Director of Social Services:

Please indicate on the attached sheet your county's holidays or days your agency will be closed for business from January 1, 2004, through December 31, 2004. This information is critical to ensure automated notices to recipients reflect the correct ten business days for the appeal period. Please fax or email the completed attachment to Alma Spencer at (919) 733-0645 or Alma.Spencer@ncmail.net by August 22, 2003.

In previous years, some counties were unable to comply within the requested time frame because holidays had not been approved by their county commissioners. If this is the case, please indicate by August 22, 2003, when this information will be made available. Also, for your convenience, the holiday schedule for the State Office is attached.

Thank you for your cooperation in this matter. If you have any questions, please contact Alma Spencer at (919) 733-8938.

Sincerely,

A handwritten signature in cursive script that reads "Hank Bowers".

Hank Bowers, Chief
Performance Reporting/Automation

HB/abs
Attachments
PM-PRA-06-2003

cc: Wilbert R. Morris

COUNTY _____

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM
JANUARY 1, 2004 THROUGH DECEMBER 31, 2004**

Please list each date separately. Give month and day.

HOLIDAY

MONTH AND DAY

Please fax by August 22, 2003 to:

**Alma Spencer, Program Consultant
Performance Reporting/Automation
Fax Number: (919) 733-0645**

**Department of Health and Human
Services
2004
Holiday Schedule**

<u>HOLIDAY</u>	<u>OBSERVED ON</u>
New Year's Day	January 1, 2004 Thursday
Martin Luther King, Jr.'s Birthday	January 19, 2004 Monday
Good Friday	April 9, 2004 Friday
Memorial Day	May 31, 2004 Monday
Independence Day	July 5, 2004 Monday
Labor Day	September 6, 2004 Monday
Veteran's Day	November 11, 2004 Thursday
Thanksgiving	November 25 & 26, 2004 Thursday and Friday
Christmas	December 24, & 27, 2004 Friday & Monday