



North Carolina Department of Human Resources  
Division of Social Services

Performance Management Section • 325 North Salisbury Street  
2415 Mail Service Center • Raleigh, North Carolina 27699-2420  
Courier # 56-20-25

Beverly Eaves Perdue, Governor  
Albert A. Delia, Acting Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

May 25, 2012

**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 **all day** for business from January 1, 2013 through December 31, 2013. This information is critical to ensure automated notices to recipients reflect the correct ten business days for the appeal period. Once automated notices are mailed with calculated appeal dates, the State cannot retroactively change county holiday schedules. Changes to the holiday schedule must be submitted to the State DSS 30 calendar days prior to the requested day to be changed. This will ensure that dates for automated notices and application reports are calculated correctly. Please fax the completed attachment to Kanesha Bradsher at (919) 334-1052 or email to [Kanesha.Bradsher@dhhs.nc.gov](mailto:Kanesha.Bradsher@dhhs.nc.gov) by August 31, 2012.

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 31, 2012, when this information will be made available. The State holiday schedule will be used for your county until the county's holiday schedule is received. 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 Kanesha Bradsher at (919) 733-8938.

Sincerely,

A handwritten signature in cursive script that reads "Thelma Hassell".

Thelma Hassell, Supervisor  
Information Support Unit  
Performance Mgmt/Reporting & Evaluation Mgmt Section

TH/kb  
Attachments  
**PM-REM-03-2012**

COUNTY \_\_\_\_\_

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM  
JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

Please list each date separately. Give month and day.

**HOLIDAY**

**MONTH AND DAY**

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Please fax by August 31, 2012 to:

**Kanesha Bradsher, Program Consultant  
Information Support Unit  
Performance Mgmt/Reporting & Eval Mgmt  
Fax Number: (919) 334-1052**

**NC Department of Health and Human Services  
2013 Holiday Schedule**

<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 1, 2013	Tuesday
Martin Luther King Jr.'s Birthday	January 21, 2013	Monday
Good Friday	March 29, 2013	Friday
Memorial Day	May 27, 2013	Monday
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday
Veteran's Day	November 11, 2013	Monday
Thanksgiving	November 28 & 29, 2013	Thursday & Friday
Christmas	December 24, 25, & 26, 2013	Tuesday, Wednesday, & Thursday