



Rowan County Board of Commissioners
130 West Innes Street, Salisbury, NC 28144
(704) 216-8180

To: Rowan County Board Commissioners *C. Barger*
From: Carolyn Barger, Clerk to the Board/Assistant to the County Manager
Date: October 10, 2016
Subject: Thanksgiving Office Hours

Rowan County Government has historically closed at 1:00 p.m. on the day before Thanksgiving due to road closings for the Holiday Caravan Parade, which travels through both downtown Spencer and Salisbury.

The Board is asked to consider allowing County offices to close at 1:00 p.m. on November 23, 2016. The early closing represents a five (5) hour workday and employees must work the full five (5) hours (no lunches) to receive credit for the full day. All Department Directors will be responsible for ensuring their office remains staffed and fully operational until 1:00 p.m.