

THE SUPREME COURT OF APPEALS OF WEST VIRGINIA

AMENDED ADMINISTRATIVE ORDER

RE: 2015 HOLIDAY TIME OFF FOR COURT EMPLOYEES

WHEREAS, it is ORDERED that the days of December 24, 2015, beginning at 12:00 p.m. (noon) and December 31, 2015, beginning at 12:00 p.m. (noon) shall be treated by the courts as if they were legal holidays; and, therefore, these hours off will not be charged against employees' annual leave. Note that employees may take annual leave for half days if they wish to take off full days on these dates. This Order applies to all offices and employees operating under the authority, supervision, or control of the Supreme Court of Appeals of West Virginia, except for the Office of the Circuit Clerk, which remains subject to W.Va. Code § 2-2-1 and any other relevant statutes and rules.

WHEREAS, it is further ORDERED that these days are discretionary judicial days for circuit and family courts; therefore, judges may, at their discretion, conduct proceedings on these days. Magistrates, however, may conduct *only* those proceedings expressly required by Rule 1(b) by the Administrative Rules for the Magistrate Courts of West Virginia.

WHEREAS, it is further ORDERED that it is the responsibility of each Chief Circuit Judge and each Chief Family Court Judge to notify the offices/employees under her or his supervision of the content of this Order and to make arrangements for any essential staff to work on this/these day[s], as described in paragraph 2.

ENTERED this 22nd day of December, 2015.

Margaret L. Workman, C.J.

MARGARET L. WORKMAN, Chief Justice