

Office Closes for These Holidays:

(Closed for full days)

- ◆ **New Year's Day**
- ◆ **Good Friday**
- ◆ **Memorial Day**
- ◆ **Independence Day**
- ◆ **Labor Day**
- ◆ **Thanksgiving Day**
- ◆ **Day after Thanksgiving**
- ◆ **Christmas Eve**
- ◆ **Christmas Day**
- ◆ **New Year's Eve**

If any holiday falls on a Saturday, the Office will close on the Friday prior to the holiday. If any holiday falls on a Sunday, the Office will close on the following Monday.

There may also be occasional instances where the Office closes during the middle of the week on a Tuesday, Wednesday or Thursday. If so, proper notice will be given.

While our staff and management will be out of the office for these days, our answering service is available 24/7 and will take emergency calls. You can reach them by calling the office phone number: (217) 698-7200.