



Berrien County Trial Court

Mabel Johnson Mayfield, Chief Judge – Carrie Smietanka-Haney, Administrator

Courthouse - 811 Port Street - St. Joseph, MI 49085

(269) 983-7111, Ext. 8453 - FAX (269) 982-1567

www.berriencounty.org

Administrative Order 2022-01

REGULAR COURT HOURS AND HOLIDAYS

IT IS ORDERED:

Pursuant to Supreme Court Administrative Order 1998-5, the Berrien County Trial Court is issuing this Administrative Order confirming the Trial Court policy is consistent with County of Berrien employee work hours.

1. Normal Hours of Work for Court Employees.

- A. Berrien County Trial Court employees' normal workweek consists of 37.5 hours, Monday through Friday. The normal workday is 8:30 a.m. to 5:00 p.m., with an hour off without pay for lunch. These hours are consistent with other County positions, facilities and labor agreements.
- B. The exception to the hours of the funding unit are for those employees at the Juvenile Center. The Juvenile Center is a 24-hour, seven-day-a-week facility. Therefore, employees at the Juvenile Center work a normal workweek of 40 hours and a normal workday of eight hours. The schedule shifts established by the Court in conjunction with the appropriate labor agreement.

2. Holidays.

- A. The Berrien County Trial Court maintains the same holiday closings as that of its funding unit, Berrien County, with the exception of the Juneteenth holiday. Holidays recognized by the Berrien County Trial Court are as follows:

New Years Day	January 1
Martin Luther Kings' Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Spring Holiday	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	June 19 except when said day is Saturday in which case the holiday will be celebrated on the preceding Friday, or Sunday in which case the holiday will be celebrated on the following Monday


Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day Before or After Christmas*

July 4
First Monday in September
November 11
Fourth Thursday in November
December 25
Last Working Day before the day on which Christmas is celebrated, except when said day is Monday or Thursday, in which case the extra holiday will be celebrated the day after Christmas.

IT IS SO ORDERED.

Effective Date:

July 1, 2020
Date


Mabel J. Mayfield, Trial Court Chief Judge