

Technical Assistance Guidance	TAG 62-2023
Issued Date: November 28, 2023 Revised: May 29, 2024	
Subject: Holiday Closure Guidelines for WIOA Title I-Anchored American Job Centers	

Purpose

To provide guidance for the holiday closures of American Job Centers (EmployNV Career Hubs, Youth Hubs, and Business Hubs – collectively “EmployNV Hubs”) that are anchored by Title I service providers. The guidance contained in this TAG will also apply to the One-Stop Operator.

Background

The Federal Government and the State of Nevada have issued guidelines for publicly recognized holidays for the closure of Federal and State public offices. Workforce Connections has adopted a hybrid of these guidelines for use in operating its EmployNV Hubs.

Authority

5 U.S. Code § 6103. Holidays
NRS 236.015

Action

Consistent with the guidelines for legal public holidays found in 5 U.S. Code § 6103 (Federal) and NRS 236.015 (State of Nevada), Workforce Connections has adopted an approved holiday list for all EmployNV Hubs that are anchored by Title I service providers. The following are recognized holidays for which these EmployNV Hubs will be closed:

- **New Year’s Day**, January 1.
- **Martin Luther King, Jr.’s Birthday**, the third Monday in January.
- **Washington’s Birthday** (aka Presidents’ Day), the third Monday in February.
- **Memorial Day**, the last Monday in May.
- **Juneteenth National Independence Day**, June 19.
- **Independence Day**, July 4.
- **Labor Day**, the first Monday in September.
- **Nevada Day**, the last Friday in October.
- **Veterans Day**, November 11.
- **Thanksgiving Day**, the fourth Thursday in November.
- **Family Day**, the Friday following the fourth Thursday in November.
- **Christmas Day**, December 25.

If January 1, June 19, July 4, November 11, or December 25 falls upon a:

- a. Sunday, the Monday following will be observed as the holiday.
- b. Saturday, the Friday preceding will be observed as the holiday.

Additional considerations:

- The scheduled closures outlined in this TAG will be observed irrespective of the closure of the hosting partner (e.g., library, city hall, etc.) site.
- In the event a hosting partner site observes holiday closures in addition to the ones outlined in this TAG, providers will be expected to make arrangements for alternative or remote worksites for staff on those days.
- It is the anchoring provider's responsibility to communicate with the hosting partner site about upcoming closures, including posting appropriate signage at the EmployNV Hub sites in advance of the holiday closures.
- Hub or One-Stop Operator (OSO) closures for reasons other than holiday closures as detailed in this TAG (e.g., staff in-service training, all-staff events, etc.) will be at the direction or approval of Workforce Connections. Requests from Title I providers to close one or more Hubs, or for the OSO to be in "closed" status, must be submitted to the Chief Programs Officer at least ten (10) business days prior to the proposed closure.
- Hub closures for emergency reasons will be handled on a case-by-case basis.