

2016 Legal Aid WorksSM

STAFF MEETINGS, BOARD MEETINGS, HOLIDAYS and ADMINISTRATIVE DAYS

LEGAL AID WORKSSM Staff Meetings: Mandatory attendance. Location at LEGAL AID WORKSSM Fredericksburg office. Starts promptly at 10 AM and ends at 2 PM. All offices closed after 2 PM. Potluck lunch during staff meeting. January, April, July and October (October date may have to be rescheduled when we find out when the Statewide Legal Aid conference will occur).

LEGAL AID WORKSSM Board Meetings: Attended by Executive Director, Managing Attorneys, Development Director and Program Administrator. All staff encouraged to attend if they wish. Location at LEGAL AID WORKSSM Fredericksburg office. 4 PM to 6 PM.

Administrative Day: on the Fifth Friday of a month (in 2016 in January, April, July, Sept and December). A day set aside for all staff to get administrative tasks completed. For example, attorneys close cases, everyone reviews administrative tasks.

JANUARY

- 1st New Year's Day Holiday
- 15th LEGAL AID WORKSSM Staff Meeting
- 18th Martin Luther King Jr. Holiday
- 29th Administrative Day

FEBRUARY

- 3rd LEGAL AID WORKSSM Board Meeting
- 15th Presidents' Day Holiday

MARCH

- 25th Good Friday Optional Holiday
- 28th Easter Monday Optional Holiday

APRIL

- 6th LEGAL AID WORKSSM Board Meeting
- 15th LEGAL AID WORKSSM Staff Meeting
- 22nd LEGAL AID WORKSSM Board Retreat
- 29th Administrative Day

MAY

- 30th Memorial Day Holiday

JUNE

1st LEGAL AID WORKSSM Board Meeting

JULY

4th Independence Day Holiday

15th LEGAL AID WORKSSM Staff Meeting

29th Administrative Day

AUGUST

3rd LEGAL AID WORKSSM Board Meeting

SEPTEMBER

5th Labor Day Holiday

30th Administrative Day

OCTOBER

5th LEGAL AID WORKSSM Board Meeting

10th Columbus Day Holiday

21th LEGAL AID WORKSSM Staff Meeting

NOVEMBER

8th Election Day (Employees get an hour off to vote)

24, 25th Thanksgiving Holiday

DECEMBER

14th LEGAL AID WORKSSM Board Meeting *2nd Wed of December is correct*

26th Christmas Holiday Observed

30th Administrative Day