

**UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF WEST VIRGINIA**

In re


**STAFF ADMINISTRATIVE LEAVE
FOR THE HOLIDAYS 2015**

**SUPPLEMENTAL ORDER GRANTING
ADMINISTRATIVE LEAVE**

Federal law establishes public holidays for federal employees. These holidays are celebrated through the granting of administrative leave to the staff in the offices of the United States Bankruptcy Court for the Southern District of West Virginia. In line with the holiday closing of the Administrative Office pursuant to the Memorandum dated December 16, 2015, signed by James C. Duff, Director, and in line with the Order entered by the United States District Court for the Southern District of West Virginia, entered on December 17, 2015, by the Honorable Chief District Court Judge, Robert C. Chambers, the United States Bankruptcy Court for the Southern District of West Virginia will be closed for regular business at 12:00 noon on Christmas Eve, December 24, 2015. With employees of the Executive branch also on leave, the Courthouse will be closed, and administrative leave need not be added for Bankruptcy Court employees. This closure order supplements the Order Granting Administrative Leave entered on November 25, 2015, allowing employees to elect 8 hours of administrative leave on December 24, December 28, or December 31, 2015. Employees who scheduled administrative leave for the afternoon of December 24, 2015, will be able to select an equal amount of administrative time off on another day as determined by their regular schedule. Holiday administrative leave must be scheduled and used by January 8, 2015.

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The aforesaid is ORDERED this ____ day of December, 2015.



FRANK W. VOLK
Chief Judge