

# Let's Talk About...



## FY 2012 - 2013 Holiday Schedule

The City of San Antonio's FY 2012 – 2013 Holiday Schedule has been approved and includes several changes from previous years.

### Winter Holiday Office Closure

City offices will again close during the time between Christmas Eve and New Year's Day from December 24<sup>th</sup> to January 1<sup>st</sup>. Of these days, five are City holidays and two are on a weekend. For the two remaining days, employees have the option of using a combination of Personal Leave, Annual Leave, Comp Time, or Voluntary Leave Without Pay.

### Additional Holiday Information

Civilian employees may be eligible to receive an additional Floating Holiday based on attendance for use during FY 2012 – 2013 in accordance with Administrative Directive 4.4, *Leave Administration*. Any Floating Holiday granted to civilian employees during this fiscal year that is not taken by October 1, 2013, will be forfeited.

Uniformed Fire Department personnel will accrue a 13<sup>th</sup> holiday, designated as the September 11<sup>th</sup> Holiday in compliance with State Law. Since September 11<sup>th</sup> is not a City holiday, this accrual shall be used in accordance with Fire Department policy.

Total Holiday hours are based on the employee's work schedule. If the employee works an 8-hour day, the Holiday is paid or banked at 8 hours. For employees who work a 10-hour day, the Holiday is paid or banked at 10 hours. To be eligible for holiday pay, an employee must work the day before and after the Holiday, unless on scheduled and approved leave.

City of San Antonio FY 2012 – 2013 Holiday Schedule		
Holiday	Day	Date
Veteran's Day	Monday	November 12, 2012
Thanksgiving Day	Thursday	November 22, 2012
Day after Thanksgiving	Friday	November 23, 2012
Christmas Eve	Monday	December 24, 2012
Christmas Day	Tuesday	December 25, 2012
Winter Holiday	Wednesday	December 26, 2012
Winter Holiday	Thursday	December 27, 2012
*City Closure (Employee Leave)	Friday	December 28, 2012
*City Closure (Employee Leave)	Monday	December 31, 2012
New Year's Day	Tuesday	January 1, 2013
Martin Luther King, Jr. Day	Monday	January 21, 2013
Fiesta San Jacinto Day	Friday	April 26, 2013
Memorial Day	Monday	May 27, 2013
Independence Day	Thursday	July 4, 2013
Labor Day	Monday	September 2, 2013

\*Not an official holiday. Employees may choose to use a combination of Personal Leave, Annual Leave, Comp Time, or Voluntary Leave Without Pay.

### Contact

If you have any questions, contact Human Resources Customer Service at (210) 207-8705 or [hrcustomerservice@sanantonio.gov](mailto:hrcustomerservice@sanantonio.gov) or your department's Human Resources Generalist or Specialist.