

# FIESTA SAN JACINTO HOLIDAY UPDATE

**DUE TO THE POSTPONEMENT OF FIESTA, CIVILIAN EMPLOYEES WILL RECEIVE A FLOATING HOLIDAY THAT CAN BE USED AS NEEDED BEGINNING MARCH 6, 2021.**

## **Important things to note:**

- This leave is use or lose and must be requested and taken by September 30, 2021.
- April 23, 2021 is now a regular workday for City employees unless you have been approved to take leave.
- Please see a list of FAQs on the following page for more details.

**CONTACT HUMAN  
RESOURCES CUSTOMER  
SERVICE WITH ANY  
QUESTIONS**

**(210) 207-8705  
ASKHR@SANANTONIO.GOV**



**HUMAN RESOURCES DEPARTMENT**

**What is the change to this year's Fiesta San Jacinto holiday?**

Due to Fiesta being moved to June, the City (with the exception of the Pre-K 4 SA Department) will not be observing this holiday on Friday, April 23, 2021. Instead, civilian employees will receive the equivalent of their regular work hours as a Floating Holiday. If you work an eight-hour schedule, you will receive eight (8) hours of leave; if you work a 9/80 schedule, you will receive nine (9) hours of leave; and if you work a 4/10 schedule, you will receive ten (10) hours of leave. With supervisor approval, this Floating Holiday can be used all at once or split as needed. Keep in mind that this leave is use or lose, so it must be requested and taken before the end of this fiscal year - September 30, 2021, or it will be forfeited.

Pre-K 4 SA Department employees follow a different holiday schedule and will be observing the Fiesta San Jacinto holiday on April 23, 2021. For questions about the holiday schedule for Pre-K 4 SA, contact your Pre-K 4 SA Employee Relations team.

**When will this Floating Holiday be available to use?**

Employees should see this holiday added to their leave bank by March 6, 2021.

**Will employees receive the Fiesta San Jacinto holiday in April 2022 when Fiesta returns to its normal timeframe?**

The holiday schedule is determined and approved by City Council each year during the annual budget process. The budget will be approved in mid-September and the Fiscal Year 2022 Holiday Schedule will be shared with employees at that time.

**Can I use this Floating Holiday on the original Fiesta San Jacinto holiday date, April 23, 2021?**

Yes, if you would like to request to use this holiday on April 23, 2021, please submit a request to your supervisor. If you enter your time through the [Employee Self Service system \(ESS\)](#), you will need to obtain approval from your supervisor, and enter your time on or after March 6. To use this specific leave, be sure to select "Floating Holiday - HO02" when submitting your request.

**Will the City be open on April 23, 2021?**

April 23, 2021 will be a regular workday for City employees. Employees are expected to report to work in the same manner they are reporting to work today, unless they have requested and received approval to take leave.

**How do I request to use this Floating Holiday?**

You will use the same method to request this holiday as you do when requesting any other kind of leave. You will complete and submit a Notice of Leave form to your supervisor or enter your time through the [Employee Self Service system \(ESS\)](#). To use this specific leave, be sure to select "Floating Holiday - HO02" when submitting your request.

**Do I have to use this Floating Holiday all at once?**

No, you have the option of using it all at once or you may split it up and use it as needed. Keep in mind that this holiday is use or lose, so it must be requested and taken before the end of this fiscal year - September 30, 2021, or it will be forfeited.

