

FIESTA SAN JACINTO HOLIDAY UPDATE

THIS YEAR, INSTEAD OF OBSERVING THE FIESTA SAN JACINTO HOLIDAY ON APRIL 24, 2020, CIVILIAN EMPLOYEES WILL RECEIVE FLOATING HOLIDAY LEAVE THAT CAN BE USED AS NEEDED.

Important things to note:

- This leave is use or lose and must be requested and taken by September 30, 2020.
- April 24, 2020 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

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HUMAN RESOURCES DEPARTMENT

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

Due to Fiesta being moved to November, the City (with the exception of the Pre-K 4 SA Department) will not be observing this holiday on Friday, April 24, 2020. Instead, civilian employees will receive the equivalent of their regular work hours as Floating Holiday Leave. 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 leave 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, 2020, 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 24, 2020. For questions about the holiday schedule for Pre-K 4 SA, contact your Pre-K 4 SA Employee Relations team.

When will this leave be available to use?

Employees should see this leave added to their leave bank on April 24.

Since Fiesta has moved to November, will employees receive the Fiesta San Jacinto holiday at that time?

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 2021 Holiday Schedule will be shared with employees at that time.

Will employees receive the Fiesta San Jacinto holiday in April 2021 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 2021 Holiday Schedule will be shared with employees at that time.

Can I use this leave on the original Fiesta San Jacinto holiday date, April 24, 2020?

Yes, if you would like to request to use this leave on April 24, 2020, 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 April 24. To use this specific leave, be sure to select "Attendance Floater HO02" when submitting your request.

Will the City be open on April 24, 2020?

April 24, 2020 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 leave?

You will use the same method to request this leave 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 "Attendance Floater HO02" when submitting your request.

Do I have to use these eight (8) hours all at once?

No, you have the option of using it all at once as a Floating Holiday, or you may split it up and use it 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, 2020, or it will be forfeited.

