



FY 2014 - 2015 Holiday Schedule

Winter Holiday Office Closure

City offices will again close between Christmas Eve and New Year's Day from December 24, 2014 to January 1, 2015. Of these days, five are paid City holidays and two are on a weekend. For the two remaining days, employees will have the option of using Personal Leave, Annual Leave, Compensatory (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 2014 – 2015 in accordance with Administrative Directive 4.4, *Leave Administration*. Any Floating Holiday granted to civilian employees during this fiscal year that is not taken before October 1, 2015, will be forfeited.

Uniformed Fire Department personnel will accrue a 13th holiday, designated as the September 11th Holiday in compliance with State Law. Since September 11th 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 2014 – 2015 Holiday Schedule

| Holiday | Day | Date |
|--------------------------------|-----------|-------------------|
| Veterans Day | Tuesday | November 11, 2014 |
| Thanksgiving Day | Thursday | November 27, 2014 |
| Day after Thanksgiving | Friday | November 28, 2014 |
| Christmas Eve | Wednesday | December 24, 2014 |
| Christmas Day | Thursday | December 25, 2014 |
| Winter Holiday | Friday | December 26, 2014 |
| *City Closure (Employee Leave) | Monday | December 29, 2014 |
| *City Closure (Employee Leave) | Tuesday | December 30, 2014 |
| Winter Holiday | Wednesday | December 31, 2014 |
| New Year's Day | Thursday | January 1, 2015 |
| Martin Luther King Jr. Day | Monday | January 19, 2015 |
| Fiesta San Jacinto Day | Friday | April 24, 2015 |
| Memorial Day | Monday | May 25, 2015 |
| Independence Day (Observed) | Friday | July 3, 2015 |
| Labor Day | Monday | September 7, 2015 |

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

Note: Most Pre-K 4 SA Department employees will follow a different holiday schedule. For questions about your Pre-K 4 SA holiday schedule, contact Employee Relations Business Partner Christine Franklin at (210) 206-2757.

Contact

If you have any questions, contact Human Resources Customer Service at (210) 207-8705 or hrcustomerservice@sanantonio.gov or your department's Employee Relations Team.