

LET'S TALK ABOUT...

FY 2017 HOLIDAY SCHEDULE

WINTER HOLIDAY OFFICE CLOSURE

City offices will again close at the end of the calendar year in observance of the time period between the Christmas and New Year's Day holidays from December 26 to December 30. **This year, civilian employees will not need to take leave on any of the days during the Winter Holiday.**

ADDITIONAL HOLIDAY INFORMATION

Civilian employees may be eligible to receive an additional Floating Holiday based on attendance for use during FY 2017 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, 2017, 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 eight (8)-hour day, the holiday is paid or banked at eight (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.

<i>FY 2017 Holiday Schedule</i>	
Veterans Day – November 11, 2016	New Year's Day (observed) – December 30, 2016
Thanksgiving Day – November 24, 2016	Martin Luther King Jr. Day – January 16, 2017
Day After Thanksgiving – November 25, 2016	Fiesta San Jacinto Day – April 28, 2017
Christmas Eve (observed) – December 26, 2016	Memorial Day – May 29, 2017
Christmas Day (observed) – December 27, 2016	Independence Day – July 4, 2017
Winter Holiday – December 28, 2016	Labor Day – September 4, 2017
Winter Holiday – December 29, 2016	

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 Dominic Morales at 206 - 2757.

Contact

If you have any questions about the holiday schedule, contact your department's Employee Relations Team or Human Resources Customer Service at 207 - 8705.

