

let's **TALK** about

FY 2018 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 25 to January 1. Of these days, five of them are paid City holidays and two are on a weekend. **For the remaining day, employees have the option of using Personal Leave, Annual Leave, Compensatory (Comp) Time, Incentive Leave, 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 2018 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, 2018, 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.

FY 2018 Holiday Schedule	
Veterans Day (Observed) – November 10, 2017	City Closure (Employee Leave) – December 29, 2017
Thanksgiving Day – November 23, 2017	New Year's Day – January 1, 2018
Day After Thanksgiving – November 24, 2017	Martin Luther King Jr. Day – January 15, 2018
Christmas Day – December 25, 2017	Fiesta San Jacinto Day – April 27, 2018
Winter Holiday – December 26, 2017	Memorial Day – May 28, 2018
Winter Holiday – December 27, 2017	Independence Day – July 4, 2018
Winter Holiday – December 28, 2017	Labor Day – September 3, 2018

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.