

let's **TALK** about

FY 2019 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 Eve and New Year's Day holidays from December 24 to January 1. Of these days, five (5) are paid city holidays. For the remaining two (2) days, employees will 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 2019 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, 2019, 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 2019 Holiday Schedule

Veterans Day (Observed) – November 12, 2018	Winter Holiday – December 31, 2018
Thanksgiving Day – November 22, 2018	New Year's Day – January 1, 2019
Day After Thanksgiving – November 23, 2018	Martin Luther King Jr. Day – January 21, 2019
Christmas Eve – December 24, 2018	Fiesta San Jacinto Day – April 26, 2019
Christmas Day – December 25, 2018	Memorial Day – May 27, 2019
Winter Holiday – December 26, 2018	Independence Day – July 4, 2019
City Closure (Employee Leave) – December 27, 2018	Labor Day – September 2, 2019
City Closure (Employee Leave) – December 28, 2018	

Note: Most Pre-K 4 SA Department employees will follow a different holiday schedule than the one above. For questions about the holiday schedule for Pre-K 4 SA, contact Lead Employee Relations Business Partner Irma Mederos at 206-2776.

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 or AskHR@sanantonio.gov.

