

LET'S TALK ABOUT

FY 2021 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, four (4) are paid City holidays. For the remaining three (3) days on **December 28, 29, and 30**, employees will have the option of using **Annual Leave, Compensatory (Comp) Time, Family Wellness/Education Leave, Incentive Leave, Personal Leave, or Voluntary Leave Without Pay.**

ADDITIONAL HOLIDAY & LEAVE INFORMATION

In order to prevent the spread of COVID-19, employees must monitor their health and stay home when sick. Continuing to award the Attendance Floating Holiday to eligible classified employees as outlined in [Administrative Directive 4.4, Leave Administration](#), would provide an incentive for employees to come to work sick. So, the Attendance Floating Holiday is being replaced by an **additional eight (8) hours of Family Wellness/Education Leave (four (4) hours for Pre-K 4 SA employees on a modified schedule)** that will be provided to all classified and unclassified employees on October 1, 2020. **Note:** *This year only, if you met the eligibility criteria for receiving the Attendance Floating Holiday during FY 2020, you will still receive it. The last Attendance Floating Holiday can be used through September 30, 2021.*

Due to COVID-19, you will continue to have the opportunity to use Family Wellness/Education Leave for any purpose in FY 2021.

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 2021 Holiday Schedule October 1, 2020-September 30, 2021</i>	
Veterans Day – November 11, 2020	Winter Holiday – December 31, 2020
Thanksgiving Day – November 26, 2020	New Year's Day – January 1, 2021
Day After Thanksgiving – November 27, 2020	Martin Luther King Jr. Day – January 18, 2021
Christmas Eve – December 24, 2020	Fiesta San Jacinto Day – April 23, 2021
Christmas Day – December 25, 2020	Memorial Day – May 31, 2021
City Closure (Employee Leave) – December 28, 2020	Juneteenth (Observed) – June 18, 2021
City Closure (Employee Leave) – December 29, 2020	Independence Day (Observed) – July 5, 2021
City Closure (Employee Leave) – December 30, 2020	Labor Day – September 6, 2021

Pre-K Note: Most Pre-K 4 SA Department employees will follow a different holiday schedule. For questions about the holiday schedule for Pre-K 4 SA, contact the Pre-K 4 SA Employee Relations Team.

CONTACT

If you have any questions, contact your department's Employee Relations Team or Human Resources Customer Service at 207.8705 or AskHR@sanantonio.gov.

