



FY 2013 - 2014 Holiday Schedule

Winter Holiday Office Closure

City offices will close from December 23rd to January 1st. Of these days, five are City holidays and two are on a weekend. For the three remaining days, employees have the option of using a combination of 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 2013 – 2014 in accordance with Administrative Directive 4.4, *Leave Administration*. Any Floating Holiday granted to civilian employees during this fiscal year that is not taken by October 1, 2014, 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 2013 – 2014 Holiday Schedule

Holiday	Day	Date
Veterans Day	Monday	November 11, 2013
Thanksgiving Day	Thursday	November 28, 2013
Day after Thanksgiving	Friday	November 29, 2013
Winter Holiday	Monday	December 23, 2013
Christmas Eve	Tuesday	December 24, 2013
Christmas Day	Wednesday	December 25, 2013
Winter Holiday	Thursday	December 26, 2013
*City Closure (Employee Leave)	Friday	December 27, 2013
*City Closure (Employee Leave)	Monday	December 30, 2013
*City Closure (Employee Leave)	Tuesday	December 31, 2013
New Year's Day	Wednesday	January 1, 2014
Martin Luther King, Jr. Day	Monday	January 20, 2014
Fiesta San Jacinto Day	Friday	April 25, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014

**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.