



**RCA
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 12
AGENDA DATE: Thu 11/17/2005
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SUBJECT: Adopt a resolution amending the Personnel Policies on Holidays to observe Christmas Eve as a holiday every year, not just when the day occurs on Monday through Thursday

AMOUNT & SOURCE OF FUNDING: Funding is included in the Fiscal Year 2005-2006 Approved Budget

FISCAL NOTE: There is no unanticipated fiscal impact A fiscal note is not required

REQUESTING Human Resources
DEPARTMENT:

**DIRECTOR'S
AUTHORIZATION:** Vanessa Downey-Little

FOR MORE INFORMATION CONTACT: Cathy Rodgers, 974-2631, Kim Peterson, 974-3310

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: N/A

The Director of Human Resources requests the following changes in the Personnel Policies

Chapter A, Section III.B.1a(1) and Chapter B, Section III.B.1a(1):

Change the policy to observe an official City holiday on Christmas Eve every year, instead of observing it as an official City holiday only when it occurs on Monday through Thursday, as currently provided This recommendation was made by the City Manager's Employee Committee on Workforce Issues as a benefit that would be enjoyed by all employees, beginning with this fiscal year when Christmas Eve, December 24, falls on a Saturday

The Director of Human Resources recommends this change in order to provide two official City holidays in December

RESOLUTION NO. _____

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

WHEREAS, the Director of Human Resources has recommended the following amendment of the Personnel Policies, and

WHEREAS, the City Manager approves and recommends adoption of this amendment, **NOW, THEREFORE**, ,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

That the City of Austin Personnel Policies be, and the same is hereby amended to provide for an additional holiday.

PART 1. That Chapter A, Section III B 1 a(1), Holidays, be revised as follows

(1) Holidays

The following holidays are declared official holidays for City employees
If a holiday falls on Saturday, it will be observed on the preceding Friday, if a holiday falls on Sunday, it will be observed on the following Monday, subject to the specific provisions below for the Christmas Eve and Christmas Day holidays

New Year's Day	January 1
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Martin Luther King, Jr 's Birthday	Third Monday in January
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Washington's Birthday	Third Monday in February
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Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Two (2) Personal Holidays ²	Open

Special Provisions for Christmas Eve and Christmas Day When either or both of these adjacent holidays fall on a Saturday or Sunday, they will be observed as follows

- If December 24 falls on a Friday and December 25 falls on a Saturday, then the Christmas Eve holiday will be observed on Thursday December 23 and the Christmas Day holiday will be observed on Friday December 24
- If December 24 falls on a Saturday and December 25 falls on a Sunday, then the Christmas Eve holiday will be observed on Friday, December 23 and the Christmas Day holiday will be observed on Monday, December 26
- If December 24 falls on a Sunday and December 25 falls on a Monday, then the Christmas Eve holiday will be observed on Monday, December 25 and the Christmas Day holiday will be observed on Tuesday, December 26

- ² Day off at the employee's choice taken at any time with the approval of the Department Head and upon completion of the probationary period

[Subsections (a) through (i) remain unchanged]

PART 2. That Chapter B, Section III.B 1 a(1), Holidays, be revised as follows

(1) Holidays

The following holidays are declared official holidays for City employees
If a holiday falls on Saturday, it will be observed on the preceding Friday, if a holiday falls on Sunday, it will be observed on the following Monday, subject to the specific provisions below for the Christmas Eve and Christmas Day holidays

New Year's Day	January 1
Martin Luther King, Jr 's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
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- If December 24 falls on a Sunday and December 25 falls on a Monday, then the Christmas Eve holiday will be observed on Monday, December 25 and the Christmas Day holiday will be observed on Tuesday, December 26

² Day off at the employee's choice taken at any time with the approval of the Department Head and upon completion of the probationary period

[Subsections (a) through (h) remain unchanged]

ADOPTED: _____

ATTEST: _____
Shirley A Brown

City Clerk