

RESOLUTION NO. 20051117-012

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

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 DayFirst Monday in September
 Veteran's DayNovember 11
 Thanksgiving Day.....Fourth Thursday in November
 Friday after Thanksgiving.....Fourth Friday in November
 Christmas Eve¹ December 24
 Christmas Day¹ December 25
 Two (2) Personal Holidays²Open

¹ 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
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve ¹	December 24
Christmas Day ¹	December 25
Two (2) Personal Holidays ²	Open

¹ 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 (h) remain unchanged.]

ADOPTED: November 17, 2005 ATTEST:


Shirley A. Brown
City Clerk