

M E M O R A N D U M

Date: August 27, 2012

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Holiday Schedule for Fiscal Year 2012-2013

Attached is a copy of the proposed Holiday Schedule for Fiscal Year (FY) 2012-2013 for your review, consideration, and approval.

Christmas and Other Designated Holidays

The Town's Personnel Rules and Regulations outline the following official holidays for Town employees:

New Years Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Good Friday (1/2 day)	Christmas Day
Memorial Day	Birthday Holiday (in month of birth)
Independence Day	

In addition, the Town's Personnel Rules and Regulations, Section 15.01, Item A, references *"One other day before or after December 25 may be designated as a holiday by the Town Manager with approval of the Town Commission"*. As Christmas falls on a Tuesday this year, it is recommended that the "day before or after December 25" be designated as Monday, December 24, 2012.

Please let me know if you have any questions or require any additional information.

**Town of Longboat Key
Proposed Holiday Schedule
Fiscal Year 2011-2012**

NO. OF

DAYS

DAY OF WEEK

DATE OBSERVED

HOLIDAY

2012

1	Thursday	November 22	Thanksgiving Holiday Observed
1	Friday	November 23	Day after Thanksgiving
1	Monday	December 24	Day Before Christmas Holiday Observed
1	Tuesday	December 25	Christmas Holiday Observed

2013

1	Tuesday	January 1	New Year's Day Observed
1	Monday	January 21	Martin Luther King, Jr., Day
1	Monday	February 18	President's Day
½	Friday	March 29	Good Friday (afternoon-half day)
1	Monday	May 27	Memorial Day
1	Thursday	July 4	Independence Day
1	Monday	September 2	Labor Day
1	In the month of	Employee's Birthday	Employee's Birthday Holiday



End of Agenda Item