

MEMORANDUM

Date: September 9, 2013

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Holiday Schedule for Fiscal Year 2013-2014

At the September 16, 2013, the Town Commission forwarded the proposed Holiday Schedule for Fiscal Year (FY) 2013-2014 to the October 7, 2013 Regular Meeting Consent Agenda for formal action. Below is the schedule submitted for consideration and adoption.

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 Wednesday this year, it is recommended that the "day before or after December 25" be designated as Tuesday, December 24, 2013.

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

**Town of Longboat Key
Holiday Schedule
Fiscal Year 2013-2014**

NO. OF

DAYS DAY OF WEEK DATE OBSERVED HOLIDAY

2013

1	Thursday	November 28	Thanksgiving Holiday Observed
1	Friday	November 29	Day after Thanksgiving
1	Tuesday	December 24	Day Before Christmas Holiday Observed
1	Wednesday	December 25	Christmas Holiday Observed

2014

1	Wednesday	January 1	New Year's Day Observed
1	Monday	January 20	Martin Luther King, Jr., Day
1	Monday	February 17	President's Day
½	Friday	April 18	Good Friday (afternoon-half day)
1	Monday	May 26	Memorial Day
1	Friday	July 4	Independence Day
1	Monday	September 1	Labor Day
1	In the month of	Employee's Birthday	Employee's Birthday Holiday



End of Agenda Item