MEMORANDUM

Date: October 30, 2013

TO: Town Commission

FROM: Dave Bullock, Town Manager

SUBJECT: Fiscal Year 2013-2014 Holiday Schedule

The Town Commission discussed changing the holiday schedule at its October 7, 2013 Regular Meeting. Staff was directed to bring the item back for consideration of changing the holiday schedule. The adopted Personnel Rules and Regulations and Collective Bargaining Agreements contain the following holidays:

- New Year's Day (January 1) *Wednesday, January 1, 2014*
- Martin Luther King, Jr. Day (third Monday in January) *January 20, 2014*
- Presidents' Day (third Monday in February) *February 17, 2014*
- Good Friday (1/2 day – p.m.) *Friday, April 18, 2014*
- Memorial Day (last Monday of May) *May 26, 2014*
- Independence Day (July 4) *Friday, July 4, 2014*
- Labor Day (first Monday in September) *September 1, 2014*
- Thanksgiving Day (November) *November 27, 2013*
- The day after Thanksgiving Day *Friday, November 28, 2013*
- Christmas Day *Wednesday, December 25, 2013*
- Birthday Holiday *(variable)*
- One other day before or after December 25 may be designated as a holiday by the Town Manager with the approval of the Town Commission. *Tuesday, December 24, 2013*

The Commission requested changing the birthday holiday for Veterans Day (November 11). Provided the change can be made to the Towns Collective Bargaining Agreements, the holiday schedule would be adjusted for the FY 2014-2015 year to be:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Good Friday (1/2 day – p.m.)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving Day (November)
- The day after Thanksgiving Day
- Christmas Day
- One other day before or after December 25 may be designated as a holiday by the Town Manager with the approval of the Town Commission.

This item is placed on the November 4, 2013 Regular Meeting Consent Agenda for formal action.

End of Agenda Item