



Date of Council Meeting: October 23, 2012

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Amending the 2013 Holiday Schedule to include the entire day of Monday, December 24, 2012, and Monday, December 31, 2012.

Staff Contact: Nancy Fixx, Human Resources Director

Recommendation: That Town Council amend the Town's Holiday Schedule to include an additional half day on Monday, December 24, 2012, and an additional half day on Monday, December 31, 2012.

Issues: Section 6.4 of the Personnel and Procedures Manual specifies a paid half day holiday for Christmas Eve Day and New Year's Eve Day (when New Year's Eve falls on a weekday), which both fall on a Monday this year. The State of Virginia Government and Loudoun County Government have declared Monday, December 24, 2012, and Monday December 31, 2012 as a holiday and it is customary for the Town to extend the same holidays.

Background: The approval of this resolution will follow years past. Only essential personnel will be required to work on these extended holidays.

Attachment: Proposed Revised 2013 Holiday Schedule



THE TOWN OF LEESBURG

Department of Human Resources

June 6, 2012

PROPOSED REVISION OCTOBER 23, 2012

TO: All Town Employees
FROM: Nancy Fixx, Human Resources Director
SUBJECT: **FY 2013 Holiday Schedule**

The Town Council has generously adopted the revised FY 2013 Holiday Schedule as stated below:

2013 Fiscal Year Holiday Schedule: The Town of Leesburg will observe the following holidays during fiscal year 2013. Even though Town Hall will be closed on these official holidays, all essential services will be provided.

Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12	Veteran's Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Day after Thanksgiving
<u>Monday, December 24</u>	<u>Day of Christmas Eve</u>
Tuesday, December 25	Christmas Day
Wednesday, December 26	Day after Christmas
<u>Monday, December 31</u>	<u>Day of New Year's Eve</u>
Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Day
Monday, February 18	President's Day
Monday, May 27	Memorial Day

If you have any questions about the holiday schedule, please contact the Human Resources Department.

PRESENTED: October 23, 2012

RESOLUTION NO. _____

ADOPTED: _____

A RESOLUTION: AMENDING THE TOWN OF LEESBURG HOLIDAY SCHEDULE TO INCLUDE THE FULL DAY OF DECEMBER 24, 2012, AND INCLUDE THE FULL DAY OF DECEMBER 31, 2012

WHEREAS, the Town of Leesburg Personnel Procedures Manual specifies a half day of paid leave for December 24th and closure three hours early on December 31st, when it falls on a weekday; and

WHEREAS, Commonwealth of Virginia and the County of Loudoun have granted December 24, 2012 and December 31, 2012 as paid holidays.

THEREFORE, RESOLVED, by the Council of the Town of Leesburg in Virginia that the 2013 Holiday Schedule for the Town of Leesburg is hereby amended to include an additional half day on Monday, December 24, 2012 and an additional four hours on Monday, December 31, 2012.

PASSED this _____ day of _____, 2012.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council