

## **Attachment A**

### **FY 07-08 Holiday Closure Schedule For City Hall Offices**

**Employees may be requested to take up to 24 hours time off.**

**Employees may use paid time off in the following order to cover the holiday closure time off:**

1. Floating holidays
2. Compensatory time
3. Vacation
4. If an employee has no accrued or accumulated vacation leave, compensatory time or floating holidays, they may be permitted to borrow against future accruals – up to and including time accrued, as of June 30, 2008. Employees may also, at their option, elect to take time off without pay during this period.

#### **Schedule – Christmas and New Year’s – City Hall Staff**

- City Administrative facilities (Administrative Department, Community Development Department, IT, and Parks and Recreation Department) will be closed during the period of Monday December 24, 2007 through Monday January 1, 2008.
- Library, Public Works Maintenance staff, Police and Fire personnel will remain fully operational as normally scheduled during the holiday period.
- The City Hall Holiday Closure period encompasses the City paid holidays of December 24<sup>th</sup>, 25<sup>th</sup> and January 1<sup>st</sup>, and the four remaining days December 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 31<sup>st</sup>.
- The City may require or permit, at the discretion of the department head, employees to work a regular or partial schedule on one or more of the holiday closure days (December 26<sup>th</sup>, 27, 28, and/or 31<sup>st</sup>). Employees permitted to work during the holiday closure period will be paid their regular salaries.