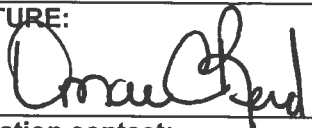


**TO: Mayor via City Secretary REQUEST FOR COUNCIL ACTION**

<b>SUBJECT:</b> Holiday Schedule for Calendar Years 2016 and 2017		<b>Page</b> 1 of 1	<b>Agenda Item</b> #
<b>FROM (Department or other point of origin):</b> Human Resources Department		<b>Origination Date</b> October 1, 2015	<b>Agenda Date</b>
<b>DIRECTOR'S SIGNATURE:</b> Omar Reid, Director 		<b>Council District affected: ALL</b>	
<b>For additional information contact:</b> Phone: Omar Reid (832) 393-6056 Kelly Shreck (832) 393-6179		<b>Date and identification of prior authorizing Council action:</b> <i>Motion 2013-0670 dated 10/09/2013</i>	
<b>RECOMMENDATION: (Summary)</b> It is recommended that City Council approve the following Holiday Scheduled for 2016 and 2017.			
<b>Amount and Source of Funding:</b> Not applicable			
<b>SPECIFIC EXPLANATION:</b> The proposed Holiday Schedules listed below are similar to those in the past.			
<b>Holiday</b>	<b>Proposed 2016 Schedule</b>		<b>Proposed 2017 Schedule</b>
New Year's Day (Observed in 2017)	Friday	01-01-2016	Monday 01-02-2017
Martin Luther King Jr.	Monday	01-18-2016	Monday 01-16-2017
Memorial Day	Monday	05-30-2016	Monday 05-29-2017
Independence Day	Monday	07-04-2016	Tuesday 07-04-2017
Labor Day	Monday	09-05-2016	Monday 09-04-2017
Veteran's Day (Observed in 2017)	Friday	11-11-2016	Friday 11-10-2017
Thanksgiving Day	Thursday	11-24-2016	Thursday 11-23-2017
Day after Thanksgiving	Friday	11-25-2016	Friday 11-24-2017
Christmas Eve (Observed in 2016 & 2017)	Friday	12-23-2016	Friday 12-22-2017
Christmas Day (Observed in 2016 & 2017)	Monday	12-26-2016	Monday 12-25-2017
Plus one (1) floating holiday granted for Municipal and Classified Police Employees and one (1) floating holiday granted for Fire Fighters designated as the "September 11 <sup>th</sup> Floating Holiday" according to guidelines established and administered by the Administration for each calendar year.			

**REQUIRED AUTHORIZATION**

<b>Finance Director:</b>	<b>Other Authorization</b>	<b>Other Authorization</b>
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