


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

<b>SUBJECT:</b> Holiday Schedule for Calendar Years 2020 and 2021		<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> Aug. 30, 2019	<b>Agenda Date</b>	
<b>DIRECTOR'S SIGNATURE:</b>  Jane E. Cheeks, Director		<b>Council District affected:</b> ALL		
<b>For additional information contact:</b>  <b>Phone:</b> Jane E. Cheeks (832) 393-6043 Alisa Franklin-Brocks (832) 393-6174		<b>Date and identification of prior authorizing Council action:</b>  <i>Motion 2017-0631 adopted 10/18/2017</i>		
<b>RECOMMENDATION: (Summary)</b> It is recommended that City Council approve the following Holiday Scheduled for 2020 and 2021.				
<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 2020 Schedule</b>		<b>Proposed 2021 Schedule</b>	
New Year's Day	Wednesday	1/1/2020	Friday	1/1/2021
Martin Luther King Jr.	Monday	1/20/2020	Monday	1/18/2021
Memorial Day	Monday	5/25/2020	Monday	5/31/2021
Independence Day	Friday	7/3/2020	Monday	7/5/2021
Labor Day	Monday	9/7/2020	Monday	9/6/2021
Veteran's Day	Wednesday	11/11/2020	Thursday	11/11/2021
Thanksgiving Day	Thursday	11/26/2020	Thursday	11/25/2021
Day after Thanksgiving	Friday	11/27/2020	Friday	11/26/2021
Christmas Eve	Thursday	12/24/2020	Friday	12/24/2021
Christmas Day (Observed in year 2021)	Friday	12/25/2020	Monday	12/27/2021
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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