



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Andrea Cunningham, City Secretary

Council Meeting Date: October 18, 2022

Agenda Item Wording: **Approval of the 2023 City of Dripping Springs Holiday Calendar.**

Agenda Item Requestor: Lisa Sullivan, People & Communications Director

Summary/Background: Each year the City Holiday Calendar is drafted for review and approval by the city council. The calendar is drafted in coordination with state, federal, county and DSISD holidays, and pursuant to Personnel Manual Section 5.03 Leave:

(a) **Holidays:** Employees are generally not required to work on City holidays. The City may choose to observe the day proceeding or following a holiday's official date. Each year the City Council will adopt the official City Calendar and that shall be the official list of City Holidays for employees for that year. City holidays are as follows, but are subject to change pursuant to City Council discretion:

- New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Below is an accounting of holidays included in the calendar:

- Total holidays taken: **13**
- Holidays taken on exact dates: **9**
 - MLK Jr. Birthday, January 16th
 - Presidents Day, February 20th
 - Memorial Day, May 29th
 - Independence Day, July 4th
 - Labor Day, September 4th

- Columbus Day, October 9th
- Thanksgiving Holiday, November 23rd – 24th
- Christmas Day, December 25th
- Holidays extended for compliance with HR Manual: 4
 - New Year’s Day
 - Actual: Sunday, January 1st
 - Observed: Monday, January 2nd
 - Veterans Day
 - Actual: Saturday, November 11th
 - Observed: Friday, November 10th
 - Christmas Eve
 - Actual: Sunday, December 24th
 - Observed: Friday, December 22nd
 - New Year’s Eve
 - Actual: Sunday, December 31st
 - Observed: Friday, December 29th
 - NOTE: New Year’s Day for 2024 is the following Monday, January 1st

Recommended Council Actions:

Staff recommends approval of the 2023 CODS Holiday Calendar.

Attachments:

Proposed 2023 Holiday Calendar

Next Steps/Schedule:

1. Add holidays to website calendar and internal city meeting room calendar
2. Distribute calendar to staff
3. Draft meeting calendars for 2023