



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: September 21, 2021

Agenda Item Wording: **Approval of the 2022 City of Dripping Springs Holiday Calendar.**

Agenda Item Requestor: Michelle Fischer, City Administrator

Summary/Background: Each year I prepare the proposed city holiday calendar for review and approval by the city council. The calendar is drafted in coordination with state, federal 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 (third Monday in January)
 - Washington's Birthday (Presidents Day) (third Monday in February)
 - Memorial Day (last Monday in May)
 - Fourth of July
 - Labor Day (first Monday in September)
 - Columbus Day (second Monday in October)
 - Veterans Day (November 11)
 - Thanksgiving Day and the Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve

The highlighted holidays above are included on the proposed calendar, all other holidays fall on a weekend where staff is already provided the previous or following weekday off (Friday or Monday). In order to align with the number of holidays, staff considered options for alternate holidays.

**Recommended
Council Actions:**

Staff recommends approval of the holidays as listed in the Personnel Manual in addition to Friday, April 15, 2022, and Monday, December 26, 2022.

Attachments:

Proposed 2022 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 2022