



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Mayor and Town Council
From: Emily L. Kyriazi, Town Manager
Date: October 27, 2025
Re: Upcoming Holiday Meeting Schedule and Town Hall Holiday Week Operating Hours

Background: In review of the upcoming holiday season, Staff is proposing the following adjustments to the meeting schedule:

November Work Session is scheduled for the week of Thanksgiving, November 24, 2025. Council can discuss with Staff different meeting date options if they choose to change that date.

December Work Session is currently scheduled for December 29th. Staff recommends moving the work session to January 5, 2026 at 6 pm followed by the Regular Monthly Meeting at 7pm.

The Town policy for observed holiday hours is described as: The Town generally observes the holiday schedule adopted by the Commonwealth of Virginia. Other holidays may be designated by the Governor of Virginia, the President of the United States or the Mayor if recommended by the Manager and approved by the Town Council. The Town policy states that the office will be closed on Christmas Eve and Christmas Day. In addition, the State is recognizing the day after Christmas (12-26-2025) as an additional 8 hours of holiday time.

In past years the Town Council has authorized the Town Hall offices to close to the public for the week of Christmas and the week following, leading up to January 1st. In the past we have very limited public interaction or in person business transactions during these two weeks. Most business discussions that would occur during this timeframe would be related to zoning and planning applications and are primarily completed via email conversations. I am proposing to the Council to close the Town Hall offices to the public starting on December 22nd at 12:00pm through January 2nd at 4:00pm. The office would reopen normal hours starting on January 5th at 9:00am. On December 20th, the meals tax is due, being it is on a Saturday, I am proposing that Staff open the office on December 22nd in the morning to accept in person payments and process payments from the dropbox. On December 22nd, Staff would like to hold our Holiday Luncheon off site around 12:00pm. Following the luncheon Staff will return to the office to process any additional payments from the dropbox.

During the closure of the offices, Town Staff have several options regarding work hours; take paid time off, work in office (while office is closed to public) or telework (Staff MUST receive approval of telework plan and deliverables prior to teleworking). In closure of the offices IS NOT paid holiday time. The only paid Holiday hours during these two weeks are as follows; Dec 24, Dec 25, Dec 26 and Jan 1.

During the closure my work cell number and email will be posted for emergencies and immediate contact. I will be on-call to handle all matters that arise while Staff is on vacation.

I am requesting Council give a directive at the November 3rd Council Meeting so that I can advertise any change in schedule to the public 3-4 weeks in advance and notify our business community, residents and current applicants.

Directive for Staff to proceed with the proposed office closure as present above.

Or other Directive.

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