

MEETING DATE
November 1, 2021

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: 2022 Holiday Schedule

DEPT / OFFICE:

Originator: Interim City Manager Mike Williams		
City Manager Interim City Manager: Mike Williams 	Department Director	Date 10/22/2021
Recommended Action: 2022 Holiday Schedule: Addition of Juneteenth Holiday		
Summary Explanation & Background: Juneteenth is now a recognized federal holiday and will be celebrated on Monday June 20, 2022. If this holiday is added, the City will have 13 observed Holidays for 2022.		
Alternatives: <ul style="list-style-type: none"> • Remove an existing Holiday such as President’s Day in exchange for Juneteenth. • Add Juneteenth as the 13th paid holiday • Do not add Juneteenth as a holiday 		
Source of Funds: General funds		
Financial Impact: Fiscal cost for adding an additional Holiday is approximately \$21,000 Dollars. If it replaces an existing holiday no additional cost.		
Exhibits Attached: Section 9.09 Personnel Manual – Holidays		

9.08. LUNCH BREAKS. Lunch breaks (one hour) shall be scheduled by supervisors to ensure office personnel is sufficient to provide City service standards required of their office on a continual basis. In office areas where customer service is provided, at least one (1) person shall be available during lunch hours to handle phones and customer traffic.

9.09. HOLIDAYS.

A. Legal holidays observed by full-time City employees are established by the City Council. Intermittent, part-time and contract for services employees are not granted holiday pay. When a holiday falls on Saturday, normally the preceding Friday will be observed as a holiday; when a holiday falls on a Sunday, normally the following Monday shall be observed as a holiday; except when Christmas Eve falls on a Sunday, then the preceding Friday will be observed as the holiday. The City grants the following paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr., Day	Veterans Day
Good Friday	Thanksgiving Day
President's Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

B. Essential and emergency City services must be provided 24 hours a day, 365 days a year. Therefore, the scheduling of holiday time off shall be at the discretion of the Department Director and must serve the best interest of the City and its citizens. If the holiday falls during a period an employee is on paid sick leave or annual leave, the day off will be charged as a holiday.

C Any employee, required to work on a designated holiday shall receive holiday pay plus overtime pay at the rate of one and one-half (1 ½) times their regular hourly rate for actual hours worked during the holiday. All employees receive holiday pay based on departmental shift schedules.

9-3 September 2014