CITY OF MISSION

# CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** December 16, 2024

**PRESENTED BY:** Noemi Munguia, Human Resources Director

**AGENDA ITEM:** Approval of Ordinance #_____ Amending Personnel Policy Manual Policy 500.02 Holidays eliminating certain days - Munguia

**NATURE OF REQUEST:**

In reviewing the City's Personnel Policy Manual, staff has proposed a revision to the Holiday policy. The revision removes the following Holidays: Martin Luther King Jr. Day, Day before Thanksgiving ½ Day, New Year's Eve ½ Day and an Optional Holiday. The proposed ordinance would amend and restate the PPM effective January 1, 2025. Staff reviewed said revision, and concurs with the recommendation to approve said policy revision. Staff recommends approval of the proposed revision for Policy 500.02 Holidays.

**BUGETED:** _____ **FUND:** _____ **ACCT. #:** _____

**BUDGET:** $_____ **EST. COST:** $_____ **CURRENT BUDGET BALANCE:** $_____

**BID AMOUNT:** $_____

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**

**APPROVED:** _____

**DISAPPROVED:** _____

**TABLED:** _____

_____ AYES

_____ NAYS

_____ DISSENTING_____