

## FY 2011—2012 Holiday Schedule

The City of San Antonio's FY 2011 – 2012 Holiday Schedule has been approved and includes significant changes from previous years.

### Winter Holiday Office Closure

City offices will be closed the week between Christmas and New Year's to give employees more time off during the end-of-year holidays. The Christmas Eve, President's Day, and floating holidays will be observed from December 27 – 29, 2011.

### Additional Holiday Information

Civilian employees may be eligible to receive an additional Floating Holiday based on attendance for use during Fiscal Year 2011–2012 in accordance with Administrative Directive 4.4, *Leave Administration*. Any Floating Holiday granted to civilian employees during this fiscal year that is not taken by October 1, 2012, will be forfeited.

Uniformed Fire Department personnel will accrue a 13<sup>th</sup> holiday, designated as the September 11<sup>th</sup> Holiday in compliance with State Law. Since September 11<sup>th</sup> is not a City holiday, this accrual shall be used in accordance with Fire Department policy.

Total Holiday hours are based on the employee's work schedule. If the employee works an 8-hour day, the Holiday is paid or banked at 8 hours. For employees who work a 10-hour day, the Holiday is paid or banked at 10 hours. To be eligible for holiday pay, an employee must work the day before and after the Holiday, unless on scheduled and approved leave.

City of San Antonio FY 2011 – 2012 Holiday Schedule		
Holiday	Day	Date
Veteran's Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Day after Thanksgiving	Friday	November 25, 2011
Christmas Day (observed)	Monday	December 26, 2011
Winter Holiday	Tuesday	December 27, 2011
Winter Holiday	Wednesday	December 28, 2011
Winter Holiday	Thursday	December 29, 2011
New Year's Day (observed)	Friday	December 30, 2011
Martin Luther King, Jr. Day	Monday	January 16, 2012
Fiesta San Jacinto Day	Friday	April 27, 2012
Memorial Day	Monday	May 28, 2012
Independence Day	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012

### Contact

If you have any questions, contact Human Resources Customer Service at (210) 207-8705 or [hrcustomerservice@sanantonio.gov](mailto:hrcustomerservice@sanantonio.gov) or your department's Human Resources Generalist. This information is available on the Human Resources website at [http://www.sanantonio.gov/hr/employee\\_information/benefits/employee\\_leave.asp](http://www.sanantonio.gov/hr/employee_information/benefits/employee_leave.asp).