



## Travis County Commissioners Court Agenda Request

**Meeting Date:** August 21, 2012

**Prepared By/Phone Number:** Thelma J. Riley / 854-4825

**Elected/Appointed Official/Dept. Head:**

Diane Poirot, Director, HRMD / 854-9170

Leslie Browder, County Executive, PBO / 854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### **AGENDA LANGUAGE:**

In accordance with the Travis County Policies, Procedures and Regulations Manual, Sections 10.043 Holidays and 10.044 Personal Holidays, respectively, discuss and approve Holidays effective October 1, 2012 through December 31, 2013.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

The Commissioners Court sets the Travis County holiday schedule during the budget process each year for new fiscal year and the remainder of the following calendar year, in accordance with Travis County Policies, Procedures and Regulations Manual, Sections 10.043 and 10.044.

Travis County has allowed employees eleven (11) designated paid holidays and three (3) personal holidays each year since at least FY2005.

Designated holidays are set on the actual date of the holiday, unless the actual date falls on a Saturday or a Sunday, in which case the holiday is observed on either the Friday before or Sunday after the actual holiday.

Our peers (including City of Austin, Bexar, Dallas, Harris, Tarrant, and Williamson Counties) have consistently observed between 10 and 12 holidays per year.

### **STAFF RECOMMENDATIONS:**

Staff recommends approval of the attached holiday schedule, which observes eleven designated holidays for FY2013.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**REQUIRED AUTHORIZATIONS:**

Diane Poirot, Director, HRMD, 854-9170

Norman McRee, Lead Financial Analyst, HRMD, 854-4821

Leslie Browder, County Executive, PBO, 854-9106

Cheryl Aker, County Judge's Office, 854-9555

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# TRAVIS COUNTY HOLIDAYS



October 1, 2012 through December 31, 2013

Holiday	Month, Day, Year	Day of the Week
Veteran's Day Observed	November 12, 2012	Monday
Thanksgiving	November 22 & 23, 2012	Thursday & Friday
Christmas Observed	December 24 & 25, 2012	Monday & Tuesday
New Year's Day	January 1, 2013	Tuesday
Martin Luther King, Jr. Day	January 21, 2013	Monday
Presidents' Day	February 18, 2013	Monday
Memorial Day	May 27, 2013	Monday
Independence Day	July 4, 2013	Thursday
Labor Day	September 2, 2013	Monday

## Additional holidays for the remainder of Calendar Year 2013

Veteran's Day	November 11, 2013	Monday
Thanksgiving Day Observed	November 28 & 29, 2013	Thursday & Friday
Christmas Day Observed	December 24 & 25, 2013	Tuesday & Wednesday

*In addition to the eleven (11) paid designated holidays per fiscal year, eligible employees receive up to three (3) paid personal holidays in accordance with Travis County Policies, Procedures and Regulations Manual, Section 10.044, Personal Holidays.*

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