



Travis County Commissioners Court Agenda Request

Meeting Date: August 27, 2013

Prepared By/Phone Number: Thelma Riley, Debbie Maynor, 854-9170 *DM/T*

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106 *LB*

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, 2013 through December 31, 2014.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

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

It has been the tradition of Travis County to offer employees at least eleven (11) designated paid holidays and three (3) personal holidays in accordance with Travis County Policies, Procedures and Regulations Manual.

Designated holidays that fall on a Saturday or Sunday have been generally scheduled for observance on a Friday or Monday.

STAFF RECOMMENDATIONS:

Upon approval, HRMD will distribute the holiday schedule to all employees via Personnel Liaisons of Elected/Appointed Officials and Department Heads. The proposed holiday schedule for the period October 1, 2013 through December 31, 2014 is attached.

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

FISCAL IMPACT AND SOURCE OF FUNDING:

There is no budgetary or fiscal impact.

REQUIRED AUTHORIZATIONS:

Norman McRee, Financial Lead, HRMD, 854-4822

Debbie Maynor, Director, HRMD, 854-9170

Leslie Browder, County Executive, PBO, 854-9106

David Salazar, County Judge's Office, 854-9555

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TRAVIS COUNTY HOLIDAYS



October 1, 2013 through December 31, 2014

Holiday	Month, Day, Year	Day of the Week
Veteran's Day	November 11, 2013	Monday
Thanksgiving	November 28 & 29, 2013	Thursday & Friday
Christmas Observed	December 24 & 25, 2013	Tuesday & Wednesday
New Year's Day	January 1, 2014	Wednesday
Martin Luther King, Jr. Day	January 20, 2014	Monday
Presidents' Day	February 17, 2014	Monday
Memorial Day	May 26, 2014	Monday
Independence Day	July 4, 2014	Friday
Labor Day	September 1, 2014	Monday

Additional holidays for the remainder of Calendar Year 2014

Veteran's Day	November 11, 2014	Tuesday
Thanksgiving Day Observed	November 27 & 28, 2014	Thursday & Friday
Christmas Day Observed	December 25 & 26, 2014	Thursday & Friday

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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