

**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Lesley A. Moore, Human Resources Director  
**DATE:** September 10, 2020 (for the September 22 Council Meeting)  
**SUBJECT:** Holiday Schedule for City Employees for Calendar Year 2021

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**ISSUE**

The City Council is asked to approve changes to current holiday schedule as presented in City Policy **Section 5.1 – Benefits, Holidays**.

**BACKGROUND**

Under current City policy (Section 5.1), the City generally observes the same holidays as those observed by the Commonwealth of Virginia, with two exceptions. The holidays of Lee-Jackson Day and Columbus Day are observed by the individual employee as a floating holiday; City offices do not close on those days.

There have been some recent changes regarding observed holidays within the Commonwealth:

- The General Assembly removed Lee-Jackson Day and added Election Day.
- Addition of Juneteenth – The Senate version of the bill to recognize Juneteenth as a holiday has passed both chambers and awaits the Governor’s signature.

Below provides a side-by-side comparison of the City’s paid holidays and those observed by the Commonwealth of Virginia.

<b>HOLIDAY - 2021</b>	<b>Virginia</b>	<b>City - Current</b>	<b>City - Proposed</b>
January 1 – New Year’s Day	✓	Y	Y
January 15 - Lee-Jackson Day	No longer observed	Y - Floating	-
January 18 – Martin Luther King Jr.	✓	Y	Y
February 15 – President’s Day	✓	Y	Y
May 31 – Memorial Day	✓	Y	Y
June 19 – Juneteenth (Freedom Day)	✓ – pending	**	Y
July 5 – Independence Day	✓	Y	Y
September 6 – Labor Day	✓	Y	Y
October 11 – Columbus Day (Yorktown Victory Day)	✓	Y- Floating	Y- Floating
November 2 – Election Day	✓	-	Y - Floating
November 11 – Veteran’s Day	✓	Y	Y
November 24 – Wednesday before Thanksgiving	O - Half Day	Y- Half Day	Y – Half Day

November 25 – Thanksgiving	✓	Y	Y
November 26 – Friday after Thanksgiving	✓	Y	Y
December 23 – Thursday	O	-	Y
December 24 – Christmas Eve* (Friday)	✓	Y	Y
December 31 – New Year’s (observed)	✓	Y	Y
Total Days	15.5	14.5	15.5

✓ – included in Code of Virginia §2.2-3300<sup>1</sup>

O – not listed separately in Code of Virginia §2.2-3300, added by Governor Northam

\* - Christmas 2021 falls on Saturday. Under state law, Saturday holidays are celebrated on the previous Friday, and Sunday holidays are celebrated the following Monday.

\*\* - Juneteenth was celebrated in 2020 as a day that was added by the Governor.

### **RECOMMENDATION**

Many of our surrounding localities (including: Spotsylvania, King George, and Stafford) currently have as their policy to observe the same holidays as those observed by the Commonwealth of Virginia, including when the Governor provides extra days.

It is recommended that City Council adopt a calendar comparable to the Commonwealth of Virginia. For Calendar Year **2020**, staff recommends that **Election Day, November 3** be observed as a holiday in accordance with Virginia State Code.

The impact for Calendar Year **2021** will include the following:

- Removing Lee-Jackson (January 15)
- Adding Election Day (November 2) as a floating holiday.
- Adding Juneteenth/Freedom Day (June 19)
- Adding December 23 (Thursday prior to Christmas Eve).

As is the practice of surrounding localities, it is recommended that proceeding forward, the City continue to observe the holidays as observed by the Commonwealth of Virginia, to include when the Governor provides additional days.

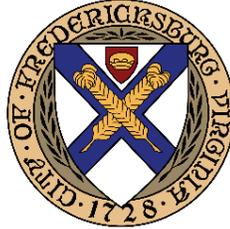
### **FISCAL IMPACT**

The City does pay out holiday time to certain public safety and public works employees. The cost of a holiday is estimated at \$12,000 - \$15,000.

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<sup>1</sup> § **2.2-3300** of the **Code of Virginia** designates the legal holidays for the Commonwealth of Virginia. The following days are designated as legal holidays: New Year’s Day – January 1; Martin Luther King, Jr. Day – January 18; George Washington (President’s Day) – February 15; Memorial Day – May 31; Independence Day – July 4; Election Day – November 2; Columbus Day/Yorktown Victory Day – October 11; Veterans Day – November 11; Thanksgiving Day and the following Friday – November 25 & 26; Christmas Day – December 25.

Any holiday time falling outside this list is additional holiday time that has been approved by the Governor.



September 22, 2020  
Regular Meeting  
Resolution 17-\_\_

**MOTION:**

**SECOND:**

**RE:           Implementing Changes to the Holiday Schedule, Contained in the City  
Human Resources Policies**

**ACTION:     APPROVED: Ayes: 0; Nays: 0**

In response to changes to the holiday calendar of the Commonwealth of Virginia, the City Manager has proposed changes to the Human Resources Policy Manual that will implement a change in the holidays currently observed by the City of Fredericksburg.

For calendar year 2020, the City Manager proposes that Election Day, Tuesday, November 3<sup>rd</sup>, be observed as a City holiday.

For future years, the City Manager proposes the addition of Juneteenth / Freedom Day (June 19) as an observed holiday, and Election Day as a floating holiday whereby the City is open but City employees are granted an equivalent day of leave. The General Assembly recently removed Lee-Jackson Day from the state schedule of holidays, and the City Manager proposes that the City, which currently observes this day as a floating holiday, follows suit.

For calendar year 2021 only, aligning with Governor Northam’s state holiday calendar, the City Manager further proposes that Thursday, December 23 be added as an observed holiday.

Therefore, the City Council resolves that the proposed changes to the holiday schedule are approved, and the City Manager directed to amend the City Human Resources policies accordingly. This resolution takes effect upon adoption.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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***Clerk’s Certificate***

*I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 17- adopted at a meeting of the City Council held September 22, 2020 at which a quorum was present and voted.*

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***Tonya B. Lacey, MMC  
Clerk of Council***