

## City of San Leandro

### Winter 2013 - Schedule of Holiday Closures and Observance

City offices will be closed during the 2013 Christmas-New Year holiday period, with the exception of public safety services (Police Department) and required functions (e.g., Main Library, Water Pollution Control Plant). In accordance with this schedule, Department Heads will determine the emergency staffing levels to be maintained or available throughout the closure period (**December 24, 2013 through January 1, 2014**).

Depending on the staffing needs of each department, employees – subject to the approval of their department head – will be able to utilize Voluntary Time Off (VTO) up to the fiscal year limitation, plus accrued Vacation and/or Compensatory Time (CT).

***Department Heads are asked to ensure that their employees not schedule VTO in excess of 240 hours (the fiscal year limit in 2013-14).***

The calendar below will be followed during the holiday period. Please direct questions regarding the schedule to your Department Head.

December 2013 – January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 City offices closed – ½ day Christmas Eve + ½ day NY Eve holidays observed	25 City offices closed - Christmas Day holiday observed	26 City offices closed –use VTO, vacation, comp time	27 City offices closed – use VTO, vacation, comp time	28
29	30 City offices closed – use VTO, vacation, comp time	31 City offices closed – use VTO, vacation, comp time	1 City offices closed - NY Day holiday observed	2	3	4

Note: For 2013, the City will provide one additional floating holiday to Confidential, SLCEA, and SLMO employees to be used during this winter holiday closure.