

City of Santa Fe, New Mexico

memo

DATE: October 2, 2015
TO: Mayor and City Council
VIA: Brian K, Snyder, City Manager *BKS*
FROM: Lynette Trujillo, HR Director *LT*
SUBJECT: 2016 Holiday Calendar

BACKGROUND:

In accordance with Rule 6.50, A., of the City of Santa Fe Personnel Rules and Regulations, attached is the proposed 2016 Holiday Calendar. The ten and one-half holidays listed below are in compliance with the Personnel Rules as well as the current collective bargaining agreements between the City of Santa Fe and the POA, SFFA and AFSCME.

Once approved, the calendar will be published for all City of Santa Fe employees.

Holidays	Actual Date	Observed Date
New Year's Day	Friday, January 1, 2016	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016	Monday, January 18, 2016
President's Day	Monday, February 15, 2016	Friday, November 25, 2016
Memorial Day	Monday, May 30, 2016	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016	Monday, September 5, 2016
Santa Fe Fiestas (1/2 day)	Friday, September 9, 2016	Friday, September 9, 2016
Columbus Day	Monday, October 10, 2016	Monday, October 10, 2016
Armistice Day/Veterans Day	Friday, November 11, 2016	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016	Thursday, November 24, 2016
Christmas Day	Sunday, December 25, 2016	Monday, December 26, 2016

ACTION REQUIRED:

Please review and approve the proposed 2016 Holiday Calendar.

Attachment: Proposed 2016 Holiday Calendar



Employee Calendar 2016

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER


S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APPROVED 12/00/2015

 Pay Day

 Pay Period Ending

 Observed Holiday