



Agenda Item Summary Sheet

Item No: **E-5**
Meeting Date: **February 7, 2024**

Item Title: Consideration of Personnel Policy Change – Holiday Policy

Item Summary:

Staff recommends changing the Holiday Policy. Currently, the Town follows the NC State holiday calendar. When Christmas falls on a Wednesday, the NC State holiday schedule observes December 24th (Tuesday), December 25th (Wednesday), and December 26th (Thursday) as holidays, for a total of 3 days. Staff proposes that when Christmas falls on a Wednesday, the Town observes December 23rd (Monday), December 24th (Tuesday), and December 25th (Wednesday), for a total of 3 days.

Number of Attachments: 1

Specific Action Requested:

Approval of Holiday Policy Change

Submitted By: Administrative Services

Date: January 26, 2024

Finance Officer Comment:

No fiscal impact.

Signature: Amy Miller

Date: January 26, 2024

Town Attorney Comment:

N/A

Signature: John Leidy

Date: January 26, 2024

Town Manager Comment and/or Recommendation:

I concur with staff's request.

Signature: Andy Garman

Date: January 26, 2024