



# CITY OF LAREDO

## FY 2022-2023

### HOLIDAY SCHEDULE

As per Ordinance, Section 2-58, Holidays

\*The department shall insure that each one of their employees take the holiday assigned to them for that fiscal year; the employee shall take the personal holiday before the end of the fiscal year or lose it.

1.	<b>Founder's Day</b>	Monday, October 10, 2022
2.	<b>Veteran's Day</b>	Friday, November 11, 2022
3.	<b>Thanksgiving Day</b>	Thursday, November 24, 2022
4.	<b>Friday After Thanksgiving Day</b>	Friday, November 25, 2022
5.	<b>Christmas Eve</b>	Friday, December 23, 2022
6.	<b>Christmas Day</b>	Monday, December 26, 2022
7.	<b>New Year's Eve</b>	Friday, December 30, 2022
8.	<b>New Year's Day</b>	Monday, January 2, 2023
9.	<b>Martin Luther King, Jr. Day</b>	Monday, January 16, 2023
10.	<b>President's Day</b>	Monday, February 20, 2023
11.	<b>Friday before Easter Sunday</b>	Friday, April 7, 2023
12.	<b>Easter Monday</b>	Monday, April 10, 2023
13.	<b>Memorial Day/September 11 (Remembrance Day)</b>	Monday, May 29, 2023
14.	<b>Juneteenth National Independence Day</b>	Monday, June 19, 2023
15.	<b>Independence Day</b>	Tuesday, July 4, 2023
16.	<b>Labor Day</b>	Monday, September 4, 2023
17.	<b>Personal Holiday*</b>	Date subject to department director's approval and after being employed with the City for one (1) year
18.	<b>Personal Holiday*</b>	
19.	<b>Wellness Day**</b>	Must have been employed with the City of Laredo for at least one (1) year and be covered under the City's Medical plan
20.	<b>Wellness Day**</b>	

If the employee has to work on their designated holiday, they will be allowed to reschedule their holiday as determined by their department director. To ensure operating efficiency of the department, the employee must submit a three-day written notice unless a personal hardship does not allow for an advance notification.

\*\*Wellness days are earned on a per fiscal year basis and activities must be completed by August 31<sup>st</sup> of each year to be eligible for the wellness days. Wellness day(s) off must be requested at least three-days in advance in order to ensure the operating efficiency of the respective department. Wellness Days off must be taken within the same fiscal year wellness activities were completed. Wellness Days will not carry over from one fiscal year to the next. A minimum of one wellness day must be taken (may not be broken down nor be used to complete hours). Employees who have worked less than one year may still participate in wellness activities; however, reward(s) will not be available.