



**Item**

Holiday Declaration Changes

**Responsible Staff Contact**

Mary Nicol  
JD Cox

**Recommendation**

Approve resolution number 2023-35 authorizing changes to human resources policy and procedures for the employee of the City of Douglas, Wyoming and declaring December 24, 2023, a holiday and set observation date.

**Executive Summary**

Currently an employee’s birthday is considered a holiday, while Christmas Eve is not. Discussions have been held regarding exchanging the employee’s birthday as a holiday to delegating Christmas Eve as a holiday instead. Making this change, retains the same number of days of holiday during the year, resulting in no budgetary impact. However, changing Christmas Eve to a standard holiday allows employees advanced opportunity for planning.

**Background**

Current human resources policy declares the employee’s birthday as a holiday. Many employees like to have more days off during the holidays and plan additional vacation time and can leave staffing levels at a minimum. In the past, Council has often authorized a portion or all of Christmas Eve off; however, this often occurs in December and employees may have already made plans based on having to work.

**Alignment to Strategic Doing (SD) and/or Other Plans**

<b><u>SD24 Commitment</u></b>	Build Healthy Organization
<b><u>SD24 Strategy</u></b>	NA
<b><u>SD24 KPI</u></b>	NA
<b><u>2014 Master Plan</u></b>	NA
<b><u>2015 Downtown Master Plan</u></b>	NA

**Budget/Fiscal Impact**

<b><u>Fund/Department</u></b>	None
<b><u>Project/Line Item(s)</u></b>	
<b><u>Budgeted Amount</u></b>	
<b><u>Anticipated Amount</u></b>	

**Action Requested/Recommended Motion**

Move to approve resolution number 2023-35 as presented.



CITY OF **DOUGLAS** WYOMING  
HOME OF THE JACKALOPE.

## Agenda Item Report City Council – August 28, 2023

### Reviewed/Approved

- Community Development
- Law Enforcement
- City Administrator
- City Clerk

- Public Works
- Legal
- Finance