



TOWN OF FAIRFAX

STAFF REPORT

November 6, 2013

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Adoption of Resolution 13-54 Adopting a policy for the Town Manager to establish furlough days for Town Hall employees between the regular holidays of December 24th and January 1st

RECOMMENDATION

Adopt the resolution *13-54*

DISCUSSION

In the past Town Hall has closed from December 24th through January 1st, reopening on January 2nd. December 24th, 25th, and January 1st are regular holidays, and staff takes vacation for the other days. This resolution would make it a policy, with staff reporting to Council at the first November Town Council Meeting each year the exact days of the winter closure, which will vary slightly depending on which day the paid holidays fall.

This year, the furlough would be as follows (regular holidays in boldface; furlough days underlined):

Dec. 2013– Jan. 2014

S	M	T	W	TH	F	S
		24	25	<u>26</u>	<u>27</u>	28
29	<u>30</u>	<u>31</u>	1	[2: reopen]		

FISCAL IMPACT

None except a slight savings in energy costs with the closure

ATTACHMENT

Resolution 13-54

AGENDA ITEM # 9

RESOLUTION 13-54

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX ADOPTING
A POLICY FOR THE TOWN MANAGER TO ESTABLISH
FURLOUGH DAYS FOR TOWN HALL EMPLOYEES BETWEEN THE
REGULAR HOLIDAYS OF DECEMBER 24TH AND JANUARY 1ST**

WHEREAS, the Town Hall has traditionally closed between December 24th and January 1st each year; and

WHEREAS, the closure of Town Hall during this time conserves energy and reduces the Town's vacation leave liability; and

WHEREAS, business is very slow at this time of year and employees enjoy time off around the holidays; and

WHEREAS, the Town Manager will report the exact dates of the furlough at the regular November meeting of the Town Council;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town Council of the Town of Fairfax does hereby adopt a policy for the Town Manager of the Town of Fairfax to establish the exact days of the Town Hall employees' furlough between the regular holidays of December 24th and January 1st each year, and

BE IT FURTHER RESOLVED that the Town Manager is directed to report the exact dates of the furlough at the regular November meeting of the Town Council prior to the furlough each year.

The foregoing Resolution was adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 6th day of November 2013, by the following vote, to wit:

AYES:

NOES:

ABSENT:

JOHN REED, Mayor

Attest:

Michele Gardner, Town Clerk