

Town of Bowling Green
Town Council Meeting



Date: December 7, 2017
Agenda Item: IV (F) December 2017
and Calendar Year 2018 Holiday
Schedule

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
- Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction
 - Ordinance
 - By Motion
 - Certificate
 - Resolution
 - Grant/MOU
 - Bylaws

PRESENTER: Reese Peck

PRESENTER TITLE: Town Manager

AGENDA ITEM: IV (F) December 2017 and Calendar Year 2018 Holiday Schedule

BACKGROUND / SUMMARY:

The Town offices have been following the "Virginia State Holiday Schedule" rather than the one referenced in Town's Personnel Manual. Until I can update the Personnel Manual to reflect the Town's current practices, I am requesting the Town Council to ratify the use of the state schedule from now until the end of 2018.

ATTACHMENTS:

Proposed Holiday Schedule

REQUESTED ACTION:

Approve attached Holiday Schedule.

FOR MORE INFORMATION, CONTACT:

Phone #: 804-633-6212

Email: Townmanager@townofbowlinggreen.com

Name:

Reese Peck

FOR USE DURING MEETING

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>

VOTE:

PASS

NOT PASSED

McDearmon
Wright
Gibson
Satterwhite

**Town of Bowling Green December 2017
And
Calendar Year 2018 Holiday Schedule**

2017

DECEMBER 22

4 hours additional holiday time

DECEMBER 25

Christmas

DECEMBER 26

8 hours additional holiday time

2018

JANUARY 1

New Year's Day

JANUARY 2

8 hours additional holiday time

JANUARY 12

Lee-Jackson Day

JANUARY 15

Martin Luther King, Jr. Day

FEBRUARY 19

George Washington Day

MAY 28

Memorial Day

JULY 4

Independence Day

SEPTEMBER 3

Labor Day

OCTOBER 8

Columbus Day

NOVEMBER 12

Veterans Day (observed)

NOVEMBER 21

4 hours additional holiday time

NOVEMBER 22

Thanksgiving

NOVEMBER 23

Day After Thanksgiving

DECEMBER 24

8 hours additional holiday time

DECEMBER 25

Christmas

DECEMBER 31

8 hours additional holiday time