



CITY OF CORONADO

CITY COUNCIL STAFF REPORT

November 21, 2023

{{section.number}}d

APPROVAL OF HOLIDAY TIME OFF FOR EMPLOYEES DURING DECEMBER 2023 CONSISTENT WITH PRIOR YEARS

RECOMMENDATION:

Authorize an additional nine hours of leave to City employees in conjunction with the Christmas or New Year's holiday as in past years.

BACKGROUND:

In keeping a tradition that was directly initiated by the City Council, the City Council has historically approved time off for City employees for the Christmas - New Year time period. This time off is not reflected in collective bargaining agreements or City policies. This leave has been granted for use during the month of December and cannot be banked, carried over, or cashed out. It is intended to be a gesture by the City Council as a show of appreciation for the City's workforce. Use of this additional leave has been accomplished without interruption of normal City services, although typically the City operates with a skeleton crew for the period of time between December 24 and January 1. Employees have spread the time off over the month of December to ensure necessary staffing and coverage is maintained.

City employees have appreciated this gesture of holiday goodwill. The additional time off allows employees more time to enjoy the holiday season with their friends and families.

ANALYSIS:

None.

FISCAL IMPACT:

None, the operational impact of additional leaves will be managed by each department to ensure proper staffing and coverage.

ALTERNATIVE:

Council may decline additional holiday time off for employees during December 2023.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

Not Applicable.

PUBLIC NOTICE:

No notice required.

ATTACHMENTS:

None.

Submitted By: City Manager's Office / Tony Winney