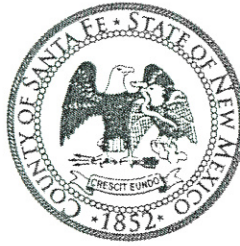


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director *BS*

Via: Katherine Miller, County Manager

Date: October 11, 2017

Re: Resolution 2017-____, A Resolution Authorizing Legal Holidays and the 2018 Santa Fe County Employee Calendar

Issue:

The Santa Fe County Employee Calendar requires approval by the Santa Fe County Board of County Commissioners.

Background:

Annually, the HR Division presents the Board of County Commission with an Employee Calendar. The annual employee calendar delineates pay period ending dates, pay days and observed holidays. The Board of County Commissioners considers approval of the resolution authorizing legal holidays, closing of County offices and the Employee Calendar annually. The observed holidays requested have remained the same for many years and are consistent with many other federal, state and local governmental offices.

Recommendation:

The Human Resources Division is requesting approval of the attached resolution and the 2018 Santa Fe County Employee Calendar.

Attachments:

- 1) Resolution authorizing legal holidays, closing of County Offices, and the 2018 Santa Fe County Employee Calendar
- 2) The 2018 Santa Fe County Employee Calendar

Your consideration is greatly appreciated. If you have any questions, I can be contacted at 992-9886. Thank you.

RESOLUTION NO. 2017-_____

**AUTHORIZING HOLIDAYS, CLOSING OF COUNTY OFFICES AND THE
2018 SANTA FE COUNTY EMPLOYEE CALENDAR**

WHEREAS, the Board of County Commissioners of Santa Fe County ('the BCC') proposes to allow certain legal holidays to be observed as non-working days for employees of Santa Fe County; and

WHEREAS, it is incumbent upon all employees to be allowed the opportunity to celebrate these historic events; and

WHEREAS, it is beneficial for employees to have an Employee Calendar that reflects observed holidays, dates that the pay period ends and pay days.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the following dates shall be observed as legal holidays and non-working days by the employees of Santa Fe County and the 2018 Santa Fe County Employee Calendar attached as Exhibit A and made a part hereof by reference, shall be used as the official Santa Fe County Employee Calendar unless otherwise stated in collective bargaining agreements. Employees on the 207K partial exemption will observe holidays on the actual holiday.

<u>Holiday/Event</u>	<u>Actual Holiday</u>	<u>Observed Holiday</u>
New Year's Day	Monday, January 1, 2018	Monday, January 1, 2018
Martin Luther King, Jr.'s Day	Monday, January 15, 2018	Monday, January 15, 2018
President's Day	Monday, February 19, 2018	Friday, November 23, 2018
Memorial Day	Monday, May 28, 2018	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018	Monday, October 8, 2018
Veteran's Day	Sunday, November 11, 2018	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018	Thursday, November 22, 2018
Christmas Day	Tuesday, December 25, 2018	Tuesday, December 25, 2018

PASSED, APPROVED, AND ADOPTED this 31st day of October, 2017.

BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY

Commissioner Henry P. Roybal, Chairperson

ATTESTATION:

Geraldine Salazar, County Clerk

APPROVED AS TO FORM:



Gregory S. Shaffer, County Attorney

2018 SANTA FE COUNTY EMPLOYEE CALENDAR



JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PAY PERIOD END

PAY DAY

OBSERVED HOLIDAY

