



TOWN OF FAIRFAX

STAFF REPORT

November 3, 2021

TO: Mayor and Town Council

FROM: Adam Politzer, Interim Town Manager

SUBJECT: Receive report of town hall closure and winter furlough days for Town Hall employees from December 23, 2021 to January 3, 2022

RECOMMENDATION

Receive report.

DISCUSSION

Resolution 13-54 requires the Town Manager to report each year the dates of the winter furlough for Town Hall employees. Town Hall offices are closed during the winter furlough. This furlough does not apply to Public Works and Police Department employees.

This year, Town Hall offices will be closed starting Thursday, December 23rd through Friday, January 1st. Town Hall offices will reopen on Monday, January 3, 2021.

| <u>S</u> | <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> | <u>S</u> |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | <u>23</u> | <u>24</u> | <u>25</u> |
| <u>26</u> | <u>27</u> | <u>28</u> | <u>29</u> | <u>30</u> | <u>31</u> | <u>01</u> |
| <u>02</u> | | | | | | |

Staff is not paid during the closure, with the exception of the three paid holidays of December 24 and 25, and January 1. Staff has the option to use vacation days.

FISCAL IMPACT

n/a

ATTACHMENT

None