



TOWN OF FAIRFAX

STAFF REPORT

November 2, 2022

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Receive report of Town Hall closure and winter furlough days for Town Hall employees from December 23, 2022 to January 3, 2023

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 annual winter furlough. This furlough does not apply to Public Works and Police Department employees.

This year, Town Hall offices will be closed starting Friday, December 23rd through Monday, January 2nd. Town Hall offices will reopen on Tuesday, January 3, 2023.

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					<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>					

Because staff is not paid during the closure, it is called a furlough. However, staff does have the option to use vacation days. In addition, staff is paid for the three holidays of December 24 and 25, and January 1.

FISCAL IMPACT

n/a

ATTACHMENT

None