



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE** October 4, 2023  
**PREPARED FOR** Mayor and Town Council  
**PREPARED BY** Heather Abrams, Town Manager  
**SUBJECT** Receive report of Town Hall closure and winter furlough days for Town Hall employees from December 25, 2023 to January 2, 2024

## RECOMMENDATION

Receive the report.

## DISCUSSION

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

This year, Town Hall offices will be closed starting Monday, December 25<sup>th</sup> through Monday, January 1<sup>st</sup>. Town Hall offices will reopen on Tuesday, January 2, 2024. (Note that Town Hall offices are always closed to the public on Fridays.)

S	M	T	W	TH	F	S
					22	23
24	25	26	27	28	29	30
31	01	02				

Because staff is not paid during the closure, it is called a furlough. However, staff may use vacation or other paid leave if they wish. In addition, staff is paid for the three holidays of December 24 and 25, and January 1.

## FISCAL IMPACT

N/A

## ATTACHMENT

None