

TOWN OF PINETOP-LAKESIDE

ORDINANCE NO. 09-326

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AMENDING ARTICLE IX, SECTION 901 OF THE EMPLOYEE MANUAL OF THE TOWN OF PINETOP-LAKESIDE.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, as follows:

Section 1: That Article IX, Sections 901 shall be amended as follows:

Section 901--HOLIDAYS

- B. The following holidays shall be recognized as holidays and regular full-time classified employees shall have these holidays off with pay. Regular part-time classified employees shall have these holidays off with one-half day's pay:

New Years Day, January 1st
Martin Luther King Jr. Day, Third Monday in January
President's Day, Third Monday in February
Memorial Day, Last Monday in May
Independence Day, July 4th
Labor Day, First Monday in September
Columbus Day, Second Monday in October
Veteran's Day, November 11th
Thanksgiving Day, Fourth Thursday in November
Christmas Day, December 25th
Floating Holiday, within thirty (30) days of employee's birthday

- C. If a holiday falls on a Saturday, the Thursday prior shall be observed; if a holiday falls on a Sunday, the following Monday shall be observed; however, at the discretion of the Town Manager the day observed may be altered.

Section 2: This Ordinance shall be cited at the end of Section 901.

Section 3: This Ordinance shall be effective on the 18th day of May 2009.

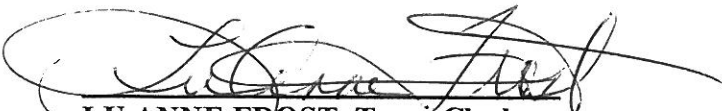
PASSED AND ADOPTED by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, this 16th day of April 2009.

TOWN OF PINETOP-LAKESIDE



LUKE S. SMITH, Mayor

ATTEST:



LU ANNE FROST, Town Clerk

APPROVED:



ROSEMARY H. ROSALES, Town Attorney



TO: Mayor Smith and Council

FROM: Lu Anne Frost, Town Clerk

RE: 2009 Holiday Schedule

DATE: April 7, 2009

A handwritten signature in black ink, appearing to be "Lu Anne Frost", is written over the "FROM:" line and extends slightly into the "RE:" line.

Due to the new 4/10 schedule it has come to staff's attention that some of the holidays scheduled for 2009 need to be adjusted.

The Fourth of July falls on a Saturday, and staff would normally take the holiday the Thursday prior, however that is a Council meeting date so staff is recommending the holiday be taken on Monday, July 6. In addition, staff has been afforded a holiday on the Friday after Thanksgiving instead of Columbus Day, however due to the 4/10 schedule staff is proposing to exchange the Friday after Thanksgiving for Columbus Day. Also, Christmas Day and New Year's Day fall on Fridays, so it is staff's desire to take Christmas Eve and New Year's Eve as the holidays.

It is also suggested that the Town Manager be allowed the discretion to change the observance of holidays from Thursdays to Mondays as deemed appropriate due to the Council meeting schedule.

DRAFT

MEMORANDUM

TO: All Town Employees
FROM: Lu Anne Frost, Town Clerk
RE: *Town Holidays for 2009 AMENDED*
DATE: April 6, 2009

The following holidays will be observed on the indicated dates during the calendar year 2009:

<i>Holiday</i>	<i>Date</i>
New Year's Day	Thursday, January 1 st
Martin Luther King, Jr. Day	Monday, January 19
President's Day	Monday, February 16 th
Memorial Day	Monday, May 25 th
Independence Day	Monday, July 6 th
Labor Day	Monday, September 7 th
Columbus Day	Monday, October 12 th
Veterans' Day	Wednesday, November 11 th
Thanksgiving Day	Thursday, November 26 th
Christmas Day	Thursday, December 24 th
New Year's Eve	Thursday, December 31 st
Floating Holiday	Within 30 days of employee's birthday