



City Council Meeting - Final

September 18, 2023

7:00 PM

E. ATH2023-034 Approval of 2024 City Holidays



City of Smyrna

Issue Sheet

A Max Bacon
City Hall
2800 King Street
Smyrna, GA 30080

File Number: COW2023-048

Agenda Date: 9/18/2023

In Control: City Council

File Type: Committee of the Whole

Agenda Section:
Formal Business

Agenda Number: E

Department: Housing Authority

Agenda Title:

Approval of 2024 City Holidays

Citywide

ISSUE AND BACKGROUND:

Each year the Human Resources Department makes available a schedule of specific holiday dates for the coming year.

RECOMMENDATION / REQUESTED ACTION:

Approval of 2024 City holiday calendar



MEMORANDUM

DATE:

TO: All City of Smyrna Employees and Department Heads

FROM: Carol Sicard, Human Resources

RE: 2024 City Holidays

For 2024, twelve City holidays for eligible employees are scheduled for the following dates:

| Holiday | Date Observed |
|---|------------------------------|
| New Year’s Day - January 1 | Monday, January 1, 2024 |
| Martin Luther King, Jr. Day - 3 rd Monday in January | Monday, January 15, 2024 |
| Good Friday- Friday before Easter Sunday | Friday, March 29, 2024 |
| Memorial Day - Last Monday in May | Monday, May 27, 2024 |
| Juneteenth - June 19 | Wednesday, June 19, 2024 |
| Independence Day - 4 th of July | Thursday, July 4, 2024 |
| Labor Day - 1 st Monday in September | Monday, September 2, 2024 |
| Veterans Day - November 11 | Monday, November 11, 2024 |
| Thanksgiving Day - 4 th Thursday in November | Thursday, November 28, 2024 |
| Day After Thanksgiving | Friday, November 29, 2024 |
| Christmas Eve – December 24 | Tuesday, December 24, 2024 |
| Christmas Day – December 25 | Wednesday, December 25, 2024 |

For 2024, the Mayor and Council have continued a 13th City holiday – a floating holiday.

This floating holiday may be used for religious or cultural holidays, employee birthdays, other state or federal holidays during which the City of Smyrna remains open or as an additional day for personal use. Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before June 30 will receive the floating holiday upon hire; a new employee hired on or after July 1 will receive four (4) floating holiday hours upon hire. Employees must properly request to use their floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor. Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

If you have any questions, please contact HR.