

Discuss Options for Staff Holidays.

REQUESTOR

Mayor Pro Tem Tina Bennett-Burton

BACKGROUND

During the March 4, 2025, City Council meeting, it was requested that the City evaluate possibly aligning the staff holiday schedule with the State of Texas holiday schedule or the Carrollton-Farmers Branch Independent School District holiday schedule.

DISCUSSION

The Human Resources team, in coordination with the Special Projects Manager from the City Manager's Office, evaluated the option of adding fixed holidays to align with either the State of Texas holiday schedule or the CFB-ISD holiday schedule, however the expected budgetary impact, overtime liabilities, closure of City facilities and interruption of City services became unduly cumbersome for the benefit of adding fixed holidays. Instead, the recommendation is to add two (2) personal days that can be used at any point during the year by employees. These personal days would be "use it or lose it" days and would not roll over year to year and would not be eligible for payout upon exit from the City.

Providing staff with two personal days rather than fixed holidays provides a number of advantages for the employee and the City:

1. The City will not have to close City Hall, community centers or interrupt any City service schedules or availability, such as bulk and brush collection.
2. No budgetary impact is expected, whereas fixed holidays and closures could lead to additional and unencumbered overtime or on-call costs.
3. Staff will be able to choose days/observances that fit better with their own beliefs, preferences or lifestyles.
4. The personal days can fill the gap when an employee needs to be out of office, but the need doesn't qualify the use of sick or vacation time under City policy.
5. The personal days, combined with other City benefits, provide a competitive advantage for recruitment and retention of top talent by providing work/life balance opportunities that are unmatched in other organizations.

The discussion will cover the following:

1. A brief review of current holidays
2. The mechanics of personal days versus fixed holidays.
3. Discussion of the costs associated with adding two personal days (\$0 projected budgetary impact).

DISTRICT

Citywide

FISCAL IMPACT

No financial impact is expected from adding the personal days.



FARMERS BRANCH
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Staff Holiday Considerations

Budget Workshop | June 24, 2025

Requested By: Mayor Pro Tem Tina Bennett-Burton

Current Holidays

Current City Holidays (10)

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Personal Day/Patriot Day (*September 11, added 2022*)
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve (*added 2013*)
- Christmas Day

Two Personal Days (New)

- ✓ Can be used any time during the year.
 - ✓ Can be used for any reason.
 - ✓ "Use it or lose it" by end of calendar year.
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- ✓ Does not require City Hall closure.
 - ✓ Does not interrupt any City services.
 - ✓ Does not cause any direct budget impact.

Cost of Adding Personal Days



Budgeting for Employee Headcounts

- All headcounts/employees are budgeted with assumption of working the full 2080 hours in a year.
- Even when an employee is absent, the pay is normally supplemented with accrued sick or vacation time.
- Adding two personal days only changes how budgeted funds are coded for payment.

Example Personal Day Usage

Employee 1: City Hall – Paid \$15/hour

- Works 10 hours – Paid \$150 “Regular Hours”
- Calls In Sick – Paid \$150 “Sick Time”
- Takes Vacation – Paid \$150 “Vacation Time”
- Takes Personal Day- Paid \$150 “Personal Day”
- No accruals available – Paid \$0

There is no direct budget impact to adding a holiday, it's simply a matter of how it is “coded” in the payroll system to determine which code it is paid from.

A stylized graphic of a leafy branch in a light blue color, positioned in the bottom left corner of the slide.

Staff Holiday Considerations

Personal Days

Recruitment/Retention Advantages

Allows single parents to take holidays in the case of inconsistencies in school holiday schedules.

Improved Flexibility and Work/Life Balance

Unlike fixed holidays, employees can choose the days and reasons that align with the needs of their situation and personal preferences.

No City Hall or Facility Closures

Unlike fixed holidays, personal days do not require the closure of City Hall, community centers or an interruption in services to citizens, such as bulk and brush collection.

No Direct Budgetary Impact

There is no expected or projected cost increase for adding personal days, to include additional overtime or on-call expenses.

Next Steps and Direction

- **Consider the addition of two (2) personal days.**
- **Effective October 1, 2025.**
- **Staff would bring back a resolution in July 2025.**

Questions?



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