

Town of Windsor

Memorandum

August 11, 2020

TO: The Honorable Mayor and Members of Town Council

FROM: Sanford B. Wanner, Interim Town Manager *SBW*

RE: Revision to the State Holiday Schedule

The Commonwealth of Virginia revised the holiday schedule for State employees, and the Town follows the same schedule. I have enclosed a copy of the revised schedule for Council's information. Jackson-Lee Day was removed which was the Friday preceding the third Monday of January, and Election Day was added which will be the first Tuesday in November.

may purchase Optional Group Life Insurance up to an additional four times their salary. Group life insurance will begin the same month as the retirement coverage.

VI. Holidays and Leave

A. Holidays

The following holidays are observed by the Town. Full-time and part-time salaried employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day	January 1
Martin Luther King, Jr.	3 rd Monday of January
Presidents Day	3 rd Monday of February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Election Day	1 st Tuesday in November
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
December 24	December 24
Christmas Day	December 25

The Town will generally follow the same schedule as the Commonwealth of Virginia and Isle of Wight County when the Governor declares additional or special holidays.

When an employee is required to work on one of these holidays, compensatory time off will be given on an hour for hour basis for the hours worked on the holiday. Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday respectively as announced by the Town.

B. Annual Leave

1. Accrual:

Employees shall accrue annual leave on a monthly basis for each completed month of service. The rate at which annual leave is accrued is dependent upon the length of the employee's service with the Town. The accrual schedule is as follows:

Length of Service	Monthly Accrual Rate	Yearly Accrual Rate
0 to 5 years of service	1 day a month	12 days a year
5 to 10 years of service	1.25 days a month	15 days a year
10 to 15 years of service	1.5 days a month	18 days a year