

Memorandum



Date: December 16, 2011

To: Department Directors

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a prominent flourish at the end.

Subject: Holiday Season 2011

As the holiday season approaches, I want to extend, on behalf of the Chairman and Members of the Board of County Commissioners, our heartfelt wishes to each of you and your families for a joyous season and a prosperous and healthy New Year.

The official County holiday for Christmas Day will be observed on Monday, December 26, 2011, and for New Year's Day on Monday, January 2, 2012. County offices will be open all day Friday, December 23, 2011 and Friday, December 30, 2011. I am requesting that you use discretion in authorizing employees' leave to ensure that offices remain operational on each of those days.

Employees who are released after 12:00 p.m., Friday, December 23rd, and after 12:00 p.m., Friday, December 30th, will be granted administrative leave during the afternoon period. Employees that take the entire day off will be eligible for the half-day of administrative leave. In keeping with County practice, those employees who are not released after 12:00 p.m. will receive administrative leave credit to be used by September 30, 2012.

Any questions should be directed to the Human Resources Division of the Internal Services Department at 305-375-1589.

c: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
Honorable Carlos J. Martinez, Public Defender
Honorable Joel H. Brown, Chief Judge, Eleventh Judicial Circuit
Honorable Katherine Fernandez-Rundle, State Attorney
Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
Carlos A. Migoya, President and Chief Executive Officer, Jackson Health System
Robert Cuevas, Jr., County Attorney
Mayor's Office Senior Staff
Charles Anderson, Commission Auditor
Christopher Mazzella, Inspector General
Joseph M. Centerino, Executive Director, Commission on Ethics and Public Trust
Departmental Personnel Representatives