

Memorandum



Date: December 7, 2012
To: Department Directors
From: Carlos A. Gimenez
Mayor
Subject: Holiday Season 2012

A handwritten signature in cursive script, appearing to read "Carlos A. Gimenez", written over the printed name in the "From:" field.

As the holiday season approaches, I want to extend, on behalf of Vice-Chairwoman Audrey M. Edmonson 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 Tuesday, December 25, 2012, and for New Year's Day on Tuesday, January 1, 2013. County offices will be open all day Monday, December 24, 2012 and Monday, December 31, 2012. 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., Monday, December 24th, and after 12:00 p.m., Monday, December 31st, 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, 2013.

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

- c: Honorable Vice-Chairwoman Audrey M. Edmonson
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 A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Christopher Mazzella, Inspector General
Charles Anderson, Commission Auditor
Joseph M. Centorino, Executive Director, Commission on Ethics and Public Trust
Departmental Personnel Representatives