




CITY OF MIAMI SPRINGS
Human Resources Department

MEMORANDUM

TO: All Department Heads

FROM: Bill Collins, Director of Human Resources /Risk Manager 

SUBJECT: **2024 Holiday Schedule and Leave Issues**

DATE: December 1, 2023

PLEASE POST FOR ALL EMPLOYEES

The City of Miami Springs will observe the following holidays in 2024:

2024 CITY HOLIDAYS	DAY & DATE OF OBSERVANCE
New Year's Day	Monday, January 1, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

This is also a reminder that all floating holidays must be used in the calendar year in which they are accrued. Full-time employees receive three floating holidays at the beginning of each year. New employees who began work after the first of the year are credited with floating holidays on a pro-rated basis. Full-time employees also receive a birthday holiday on their birthday, which must be used before the employee's next birthday.

Vacation leave is accrued to a maximum of 272 hours for employees not covered under a collective bargaining agreement. Full-time employees earn vacation leave at a rate of one day per month of service or 12 days per year. Employees who complete five years of continuous service earn an additional vacation day for each succeeding year of service to a total of five extra days.

Requests to use floating holidays, birthday leave, and vacation leave are subject to the approval of department heads with due consideration of the services, seniority, and wishes of the employees.

Police Department employees in positions covered under a collective bargaining agreement should consult their contract for rules relating to holidays and leave.

cc: J.C. Jimenez, City Manager