

Board of Supervisors
County of Prince George, Virginia
Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 9th day of November, 2016:

Present:

Vote:

William A. Robertson, Jr., Chairman
Jerry J. Skalsky, Vice-Chairman
Alan R. Carmichael
Donald R. Hunter
T. J. Webb

C-3

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISION; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTION 21.1 ENTITLED
HOLIDAYS

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that existing policy entitled *Holidays* Section 21.1 requires modification; and,

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 9th day of November, 2016 does hereby amend the Prince

A Copy Teste:

Percy C. Ashcraft
County Administrator



COUNTY OF PRINCE GEORGE
Human Resources Department
P.O. Box 68
Prince George, VA 23875
Phone (804) 722-8669 Fax (804) 732-1967

Nancy V. Shaffer
Director of Human Resources

MEMORANDUM

To: Mr. Percy Ashcraft
County Administrator

From: Nancy Shaffer
Director of Human Resources

Date: October 20, 2016

Re: Additional Holiday

It has been requested that the County of Prince George adopt a holiday schedule in accordance with the State Department of Human Resources Management (DHRM) in Richmond. By doing so, this would increase the County's scheduled time off to include the additional ½ day that has been placed on the States calendar for 2016. The additional ½ day will be observed on Wednesday, November 23rd.

Consideration for the additional time off is most appreciated. We strive to retain happy, content and loyal employees. By adopting this additional time off schedule, it would place great value on our employee's happiness by allowing them the extra time to be with family.

Please place on the Board of Supervisor's agenda the review and adoption of the changes. I am available at your convenience.

Commonwealth of Virginia 2016 Pay and Holiday Calendar

State Holidays

- January 1**
New Year's Day
- January 15**
Lee-Jackson Day
- January 18**
Martin Luther King, Jr. Day
- February 15**
George Washington Day
- May 30**
Memorial Day
- July 4**
Independence Day
- September 5**
Labor Day
- October 10**
Columbus Day
- November 11**
Veterans Day
- November 23**
4 hours additional holiday time
- November 24**
Thanksgiving
- November 25**
Day After Thanksgiving
- December 23**
8 hours additional holiday time
- December 26**
Christmas (observed)

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday

Denotes Holiday

Denotes Additional Time Off

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Virginia Department of
HUMAN RESOURCE
MANAGEMENT

January

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