



DEPARTMENT OF EMPLOYEE RELATIONS

Issuance Date:

Request for Optional Holiday Policy

Common Council File #131630 has been approved establishing Cesar E. Chavez Day (March 31st) as an optional holiday for eligible City of Milwaukee employees.

It is the responsibility of the Department Head or his/her designee to ensure that adequate staffing levels are maintained and to require employees, at the time of the request, to designate which official Holiday within that fiscal year they are "substituting" for the optional holiday.

Form with sections for: Name (First, Initial, Last, Employee ID #), Department/Division, Job Title, Request details (Holiday(s), Cesar E. Chavez Day checkbox), Understanding of request (Hours of Vacation Pay, Hours of Comp-Time, holiday checkboxes), Employee Signature, Date of Request, Supervisor's Recommendation (checkboxes, Date Received by Supervisor), Supervisor Name/Title/Signature/Date of Review, Approving Officer Name/Title/Signature/Date.