



**City Manager's Office**  
City Hall  
300 LaPorte Ave.  
PO Box 580  
Fort Collins, CO 80522  
**970.221.6505**  
970.224.6107 - fax  
*fcgov.com*

**MEMORANDUM**

**DATE:** July 15, 2021

**TO:** Mayor and City Councilmembers

**FROM:** Darin Atteberry, City Manager A small, blue, stylized signature of Darin Atteberry is placed to the right of the name.

**CC:** Teresa Roche, Chief Human Resources Officer

**RE:** Recommendation for Additional City Holidays

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The intent of this memo is to provide an update on increasing the number of City holidays following a recent Council priorities discussion. The attached memorandum explains the rationale behind this change and provides supporting market research findings. I plan to implement this change if I do not receive any feedback to the contrary from any of you by next Friday.



Human Resources  
215 N. Mason Street  
Fort Collins, CO 80522  
970.221.6535

**Date:** July 5, 2021  
**To:** Darin Atteberry, City Manager  
**From:** Teresa Roche, Chief Human Resources Officer<sup>7R</sup>  
**CC:** Kelly DiMartino, Deputy City Manager  
 Kyle Stannert, Deputy City Manager  
 Travis Storin, Chief Financial Officer  
 Tyler Marr, Interim Information and Employees Services Director  
**Re:** Proposed Holiday Schedule 2021 and 2022

**The intention of this memo is to ask for your approval to add one additional paid City holiday in 2021 and another paid City holiday in 2022.**

In 2019, twenty organizations were surveyed, including thirteen cities and three counties and additional large employers in the Fort Collins area (CSU, PFA, PRPA, and PSD) along the Front Range to examine the common practice for paid holidays in municipalities and related organizations.

#### Findings:

- The median number of annual paid holidays offered to employees is 11.
- 80% of those surveyed designate the Friday after Thanksgiving as a paid holiday. City and County of Denver and Westminster do not—Denver has César Chávez Day in March and an eleventh floating holiday, and Westminster has a four/ten schedule.
- Eleven organizations offer floating holidays to provide options to employees.
- The City of Fort Collins was the only municipality that offered nine holidays.



#### Decisions to Date and Recommendation:

- In the early fall of 2019 and 2020, we announced **that the Day after Thanksgiving would be a paid holiday, and the plan was to announce this as an ongoing paid holiday in 2021.** We also decided we would add an eleventh as a floating holiday allowing our employees to choose a date with personal meaning in their lives.
- **With Juneteenth now designated as a Federal holiday, the recommendation is to make this our eleventh paid City holiday, beginning in 2022** and announcing it this year. As we have a policy that employees who work on a holiday per schedule or choice are allowed to use that earned day during the calendar year, we are still providing the option for people to take a different day of meaning.