

Gavin Newsom  
Mayor



Philip A. Ginsburg  
Human Resources Director

MEMORANDUM  
DHR #06-2005

To: Departmental Personnel Representatives

From: Philip A. Ginsburg  
Director, Department of Human Resources

Date: May 6, 2005

Subject: **Floating Holidays**

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

We have received a number of inquiries regarding the carryover of unused floating holidays into the next fiscal year.

Please encourage your employees to use their accrued floating holidays before the end of the fiscal year. Any carryover of unused floating holidays will be in accordance with the floating holiday provision in the respective labor agreement or unrepresented employees' ordinance. Employees will not be able to carryover any unused floating holidays if their labor agreement does not allow for carryover into the next fiscal year. Please inform your Payroll and Personnel representative of this policy.

If you have any further questions regarding the use or carryover of these floating holidays, please contact Alice Villagomez at (415) 557-4921.

cc: Ed Harrington, Controller  
Alice Villagomez