



CITY OF LAREDO

FY 2024-2025

HOLIDAY SCHEDULE

As per Ordinance, Section 2-58, Holidays

*The department shall insure that each one of their employees take the holiday assigned to them for that fiscal year; the employee shall take the personal holiday before the end of the fiscal year or lose it.

1.	Founder's Day	Monday, October 14, 2024
2.	Veteran's Day	Monday, November 11, 2024
3.	Thanksgiving Day	Thursday, November 28, 2024
4.	Friday After Thanksgiving Day	Friday, November 29, 2024
5.	Christmas Eve	Tuesday, December 24, 2024
6.	Christmas Day	Wednesday, December 25, 2024
7.	New Year's Eve	Tuesday, December 31, 2024
8.	New Year's Day	Wednesday, January 1, 2025
9.	Martin Luther King, Jr. Day	Monday, January 20, 2025
10.	President's Day	Monday, February 17, 2025
11.	Friday before Easter Sunday	Friday, April 18, 2025
12.	Easter Monday	Monday, April 21, 2025
13.	Memorial Day/September 11 (Remembrance Day)	Monday, May 26, 2025
14.	Juneteenth National Independence Day	Thursday, June 19, 2025
15.	Independence Day	Friday, July 4, 2025
16.	Labor Day	Monday, September 1, 2025
17.	Personal Holiday*	Date subject to department director's approval and after being employed with the City for one (1) year
18.	Personal Holiday*	
19.	Personal Holiday*	
20.	Wellness Day**	Must have been employed with the City of Laredo for at least one (1) year and be covered under the City's Medical plan
21.	Wellness Day**	

If the employee has to work on their designated holiday, they will be allowed to reschedule their holiday as determined by their department director. To ensure operating efficiency of the department, the employee must submit a three-day written notice unless a personal hardship does not allow for an advance notification.

**Wellness days are earned on a per fiscal year basis and activities must be completed by August 31st of each year to be eligible for the wellness days. Wellness day(s) off must be requested at least three-days in advance in order to ensure the operating efficiency of the respective department. Wellness Days off must be taken within the same fiscal year wellness activities were completed. Wellness Days will not carry over from one fiscal year to the next. A minimum of one wellness day must be taken (may not be broken down nor be used to complete hours). Employees who have worked less than one year may still participate in wellness activities; however, reward(s) will not be available.