



INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO
ASSISTANT CITY MANAGER

DATE: December 6, 2023
TO: All City Employees
FROM: Darcy Smith, Assistant City Manager
SUBJECT: City Hall 'Closed for Business' Holiday
Observance for 2023

Attached to this memo you will find a list of holiday observance dates on which City Hall will be closed for business in 2023.

Holidays included under Personal Leave Bank (Lincoln's Birthday on February 12, Good Friday (4 hours) on April 2, Admission Day on September 9, and the employee's birthday) are not included on this list. These days need to be shown on your time sheet in order for the Finance Department to give you the necessary credits.

2023 SAN BRUNO CITY HOLIDAYS

JANUARY 2023

- 2 Monday - New Year's Day Observed
- 16 Monday - Martin Luther King, Jr. Day

FEBRUARY 2023

- 20 Monday - President's Day

MAY 2023

- 29 Monday - Memorial Day

JULY 2023

- 4 Tuesday - Independence Day

SEPTEMBER 2023

- 4 Monday - Labor Day

NOVEMBER 2023

- 10 Friday - Veterans Day Observed
- 23 Thursday - Thanksgiving Day
- 24 Friday - Day after Thanksgiving

DECEMBER 2023

- 25 Monday - Christmas Day
- 26 Tuesday – Christmas Eve Observed

HOLIDAYS INCLUDED UNDER PERSONAL LEAVE BANK:

- February 12 - Lincoln's Birthday
- April 7 - Good Friday (4 hours)
- September 9 - Admission Day
- The employee's birthday