



City of Los Angeles
Department of Public Works
Board of Public Works

December 6, 2023
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BOARD OF PUBLIC WORKS HOLIDAY & RECESS SCHEDULE - CALENDAR YEAR 2024

RECOMMENDATION

Recommending the Board of Public Works (Board):

1. ESTABLISH and APPROVE the proposed Board of Public Works Holiday and Recess Schedule for Calendar Year 2024.

TRANSMITTAL

1. Proposed Holiday and Recess Schedule for Calendar Year 2024.

DISCUSSION

Pursuant to Board Rule No. 1 of the City of Los Angeles Board of Public Works, as revised May 22, 2015, the *"Regular meetings of the Board of Public Works (Board) shall be held in the Edward R. Roybal Session Room, Room 350, City Hall on Monday, Wednesday, and Friday of each week, excluding recess dates and holidays, commencing at 10:00 am, unless otherwise directed by the President of the Board."* Historically, the Board of Public Works is in recess in observance of legal holidays, local ordinances/resolutions, or any day or portion thereof declared by proclamation of the Mayor with the concurrence of the City Council by resolution. Most importantly, Board Rule No. 1 does not preclude the Board of Public Works from establishing a pre-designated recess schedule with the date(s)/period(s) certain.

Regular Holiday & Recess Schedule - According to the regular meeting schedule for the Board of Public Works, the proposed Regular Meeting Board of Public Works Holiday and Recess Schedule for Calendar Year 2024 recommends 23 non-meeting days. The 23 days observe nine (9) legal holidays, four (4) faith-based non-holidays, and nine (9) recess days (see Transmittal 1);

Holidays and Non-Holidays - The proposed 2024 Schedule observes 9 legal holidays which align with holidays observed by the Los Angeles City Council and/or closure of City Hall (with the exception of Presidents Day and Indigenous Peoples' Day, which some bargaining units do not observe). Additionally, the proposed 2024 schedule observes four (4) faith-based non-holidays; Good Friday, Ramadan, Rosh Hashanah, and Yom Kippur.

Recess Periods - The proposed schedule has two recess periods (winter and summer) totaling nine (9) recess days dependent on schedule. These days are less likely to impact the Board since the City Council will also be in recess. These two recess periods encompass scheduled legal holidays, such as July 4th and the observation of December 25th and New Year's Day.

It is important to note that during any recess or non-legal holiday periods, a Commissioner may opt to take time off as vacation, floating holiday, compensated time-off, or come into the office to work on or complete a City initiative/project or pursue new opportunities to improve public works operations. The same opportunity will be provided to the Board Secretariat and Front Office staff during these periods.

FISCAL IMPACT

The proposed 2024 Holiday and Recess Schedule for the Board of Public Works is an administrative matter; therefore, the proposed action does not have an impact on the City's general fund.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "F. Knight" or similar, written over a horizontal line.

DR. FERNANDO CAMPOS
Executive Officer, Board of Public Works

for

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Prepared by:

Ana Lima

Principal Clerk

Board of Public Works

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CITY OF LOS ANGELES
BOARD OF PUBLIC WORKS
HOLIDAY & RECESS SCHEDULE FOR CALENDAR YEAR 2024

Transmittal 1

2023 Winter Recess	Friday	December 22, 2023*
	Monday (Observed as Holiday)	December 25, 2023*
	Wednesday	December 27, 2023*
	Friday	December 29, 2023*
	Monday (Observed as Holiday)	January 1, 2024*
	Wednesday	January 3, 2024*
	Friday	January 5, 2024*
Martin Luther King Jr. Day	Monday	January 15, 2024
Presidents Day	Monday	February 19, 2024
Cesar E. Chavez Day	Monday	March 25, 2024
Good Friday (Non-Holiday)	Friday	March 29, 2024
Ramadan (Non-Holiday)	Wednesday	April 10, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
2024 Summer Recess	Monday	July 1, 2024
	Wednesday	July 3, 2024
	Friday	July 5, 2024
Labor Day	Monday	September 2, 2024
Rosh Hashanah (Non-Holiday)	Friday	October 4, 2024
Yom Kippur (Non-Holiday)	Friday	October 11, 2024
Indigenous Peoples' Day	Monday	October 14, 2024
Veterans' Day	Monday	November 11, 2024
Day after Thanksgiving	Friday	November 29, 2024
2024 Winter Recess	Monday	December 23, 2024
	Wednesday (Holiday)	December 25, 2024
	Friday	December 27, 2024
	Monday	December 30, 2024
	Wednesday (Holiday)	January 1, 2025
	Friday	January 3, 2025

Note: Pursuant to Board Rule No. 1 of the Los Angeles Board of Public Works, dates listed may be subject to change at the discretion of the President of the Board.

*Dates approved under Board of Public Works Holiday & Recess Schedule for Calendar Year 2023 (BPW-2022-0814)