



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: September 3, 2024

TO: All Parks and Recreation and Library Staff

FROM: Andy Field, Director, Parks and Recreation Department  
Misty Jones, Director, Library Department

SUBJECT: 2024 Parks and Recreation and Library Department Holiday Schedule

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This memorandum serves to announce the 2024 Parks and Recreation and Library Department Holiday Schedule. Traditionally library facilities, recreation centers, and pool sites have been open to the public on the day after Thanksgiving, Christmas Eve, and New Year's Eve as these are regular City working days. Historically, these regular City working days have the least number of library and park patron visits due to the holidays. To raise employee morale and allow employees to take time off with minimal impact to operations and services, Library and Parks and Recreation facilities will be closed to the public on the following days.

**Friday, November 29, 2024, the day after Thanksgiving**  
**Tuesday, December 24, 2024, Christmas Eve**  
**Tuesday, December 31, 2024, New Year's Eve**

Please note, although facilities are closed to the public, employees may elect to work or take time off by:

- a. Reporting to work to perform normal duties while adhering to regular work schedules.
- b. Requesting time off using accrued paid leave or unpaid leave, subject to supervisor's approval.
- c. Requesting to flex their schedule, subject to supervisor's approval.

Torrey Pines Golf Course, Mission Bay Golf Course, and Balboa Park Golf Course are excluded from facilities closures as they are open to the public on these days.

All Parks and Recreation maintenance activities will occur as usual at all recreation centers, pool sites, comfort stations and buildings on these days. Employees may request time off for half the day using accrued paid leave or unpaid leave, subject to supervisor approval.

If you have any questions regarding your work schedule on these days, please contact your supervisor no later than November 8 as to the day after Thanksgiving, and December 6 as to Christmas Eve and New Year's Eve. Thank you for all you do and Happy Holidays!

Handwritten signature of Andy Field in blue ink.

Andy Field  
Parks and Recreation Director

Handwritten signature of Misty Jones in blue ink.

Misty Jones  
Library Director

cc: Honorable Mayor Todd Gloria  
Honorable City Attorney Mara W. Elliott  
Honorable Council President and Members of the City Council  
Paola Avila, Chief of Staff, Office of the Mayor  
Eric K. Dargan, Chief Operating Officer  
Charles Modica, Independent Budget Analyst  
Matt Vespi, Chief Financial Officer  
Scott Wahl, Chief, Police Department  
Robert Logan, Chief, Fire-Rescue Department  
Kristina Peralta, Deputy Chief Operating Officer  
Kris McFadden, Deputy Chief Operating Officer  
Casey Smith, Deputy Chief Operating Officer  
Rania Amen, Acting Deputy Chief Operating Officer  
Christina Gauger, Chief Compliance Officer  
Mayor's Staff  
Assistant City Attorney  
Department Directors  
Chief Deputy City Attorney  
Assistant Directors  
Deputy City Attorney  
Deputy Directors/Assistant Deputy Directors  
Council Office Staff  
Nick Wright, Labor Relations Manager, MEA  
Skyler Coburn-Mercure, Senior Labor Relations Officer, MEA  
Andres Alva Cardenas, Business Representative, AFSCME Local 127  
Tim Douglass, President, AFSCME Local 127  
Library Boards of Commissioners  
Library Foundation SD Board Members and CEO  
Friends of the San Diego Public Library  
Parks and Recreation Board Members  
San Diego Parks Foundation Board Members and Executive Director