

MEMORANDUM



TO: All Employees
FROM: Rebecca Ewald, Village Manager
RE: 2026 Holidays for General Classification, DPW, Police non-union, and Management Personnel (not Library or Police union)

1.	New Year's Day	January 1 (Thursday)	Offices closed
2.	Spring Holiday	April 3 (Friday)	Offices closed
3.	Memorial Day	May 25 (Monday)	Offices closed
4.	Juneteenth	June 19 (Friday)	Offices closed
5.	Independence Day	July 3 (Friday)	Offices closed
6.	Labor Day	September 7 (Monday)	Offices closed
7.	Thanksgiving Day	November 26 (Thursday)	Offices closed
8.	Day after Thanksgiving	November 27 (Friday)	Offices closed
9.	Christmas Eve	December 24 (Thursday)	Offices closed
10.	Christmas Day	December 25 (Friday)	Offices closed
11.	New Year's Eve	December 31 (Thursday)	Offices closed
12.	Two floating holidays per the Human Resources Manual.		

REMINDERS:

1. Pursuant to section 6. B. 4. of the Human Resources Manual (Additional Earned Time Off), an eligible employee may earn an **extra** floating holiday if the prescribed requirements are met.
2. Floating holidays are to be taken at any time during 2026 with the approval of the employee's Department Head. **Floating holidays should be entered under Floating Holiday on your time sheet.**
3. Exceptions to these holidays will be made where it is necessary to maintain a regular service. Persons working on these holidays will receive compensatory time or a floating holiday pending approval from the department head. Please contact your supervisor to learn how you will be compensated.
4. Library employees shall consult the list of holidays approved by the Library Board. Union police officers shall consult the approved union agreement.