

# MEMORANDUM

November 26, 2018



TO: Department Heads  
FROM: Tyler Burkart, Assistant Village Manager  
RE: 2019 Holidays for General Classification, DPW and Management Personnel (not Library or Police)

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1.	<b>New Year's Day</b>	January 1 (Tuesday)	Offices closed
2.	<b>Spring Holiday</b>	April 19 (Friday)	Offices closed
3.	<b>Memorial Day</b>	May 27 (Monday)	Offices closed
4.	<b>Independence Day</b>	July 4 (Thursday)	Offices closed
5.	<b>Labor Day</b>	September 2 (Monday)	Offices closed
6.	<b>Thanksgiving Day</b>	November 28 (Thursday)	Offices closed
7.	<b>Day after Thanksgiving</b>	November 29 (Friday)	Offices closed
8.	<b>Christmas Eve</b>	December 24 (Tuesday)	Offices closed
9.	<b>Christmas Day</b>	December 25 (Wednesday)	Offices closed
10.	<b>New Year's Eve</b>	December 31 (Tuesday)	Offices closed

Note: If your Department Head **requires** that you work on New Year's Eve, please contact your supervisor to learn how you will be compensated.

11. **One floating holiday** per Ordinance 1557
12. **One floating holiday** in lieu of Veteran's Day on November 11

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## Reminders:

1. If an employee does not take a leave of absence, does not use sick leave, is not suspended, or is not tardy in a 6-month established period, said employee shall be awarded an **extra** floating holidays as provided within Village ordinances or the updated Human Resource Manual and any amendments thereafter are not included in the calendar above.
2. Floating holidays are to be taken at any time during 2019 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.