

MEMORANDUM

December 2, 2020



TO: All Employees
FROM: Tyler Burkart, Assistant Village Manager
RE: 2021 Holidays for General Classification, DPW, Police non-union, and Management Personnel (not Library or Police union)

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

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 2021 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.