



# VILLAGE TRUSTEE MEMO

**MEMO DATE:** July 8, 2021  
**TO:** DEI Committee  
**FROM:** Sarah Valencia  
**RE:** Continued discussion of Holiday Observance

The DEI Committee reviewed the Village's Holiday policy at the June meeting. The Committee tabled discussion and potential recommendation until this month's meeting.

The current policy reads as follows:

**"HOLIDAYS**

Employees in regular full-time positions shall be entitled to paid time off for recognized holidays which occur after their first full day on the job. No employee shall be eligible for holiday pay for a holiday which occurs after their last day on the job.

The following holidays are granted to full-time employees in classified positions at eight (8) hours wages and prorated for permanent part-time employees:

- New Year's Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Two Personal Days

Each employee shall qualify for the above. If an exempt employee works on a holiday, he/she shall be compensated for the time worked using compensatory time. If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on Monday following the holiday. In the event Christmas Eve and Christmas Day fall on a Sunday and Monday, the Sunday holiday will be observed on Tuesday.



If a non-exempt employee works on a holiday, he/she shall receive time and one-half for all hours worked plus a compensatory day.”

The ideas discussed at the June meeting by the committee include:

- Changing “personal days” to “floating holidays”
- Removing “Friday before Easter” as a Holiday and adding MLK Day (the idea being that a floating holiday could be used for the religious based holiday)
- Potential to also add Juneteenth as a holiday (either one floating holiday would be eliminated or a different holiday would be removed)
- Removing the specified days and just having 11 floating holidays and then employees are given the list of days village hall is closed, so employees can choose their holiday days.

The discussion also includes the scheduling of public meetings on holiday observances. For example, Dane County will not schedule board, commission or committee meetings on the following holidays in 2021:

- Ash Wednesday: Wednesday, February 17th
- Maundy Thursday: Thursday, April 1st
- Good Friday: Friday, April 2nd
- Passover: Sunday, March 28th to Sunday, April 4th. It should be noted that Passover begins at sunset on March 27th. Morning meetings are okay to schedule except on the first and last two days.
- Eid-al-Fitr (End of Ramadan): Wednesday, May 12th to Thursday, May 13th. Begins at sunset on Wednesday, May 12rd.
- Eid-al-Adha (10th Zul-Hijjah): Monday, July 19th to Tuesday, July 20th. Begins at sunset on Monday, July 19th.
- Rosh Hashanah: Tuesday, September 7th to Wednesday, September 8th . Begins at sunset on Tuesday, September 6th.
- Yom Kippur: Thursday, September 16th. Begins at sunset on Wednesday, September 15th.
- Sukkot: Tuesday, September 21st to Wednesday, September 22nd. Begins at sunset on Monday, September 20th .
- Hanukkah: Sunday, November 29th to Monday, December 6th. It should be noted that meetings can be scheduled during this time.

My understanding is that Christmas is not on this list because it occurs on a Saturday this year.

I look forward to our continued discussion on this important DEI topic.