

DATE: July 1, 2021

MEMO TO: Julie Simpson, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Provide policy direction regarding adding Juneteenth on June 19 of each year to the holiday schedule in Personnel Policy 4.1- Holidays; and if so, provide further direction as to whether it is designated as a floating or fixed holiday.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There may be additional wage costs for overtime and/or seasonal coverage of preserves on the holiday.

BACKGROUND: Juneteenth (June 19th) marks the day in 1865 that slaves in Galveston, Texas learned they had been freed by President Abraham Lincoln's Emancipation Proclamation. This Executive Order outlawed slavery in Confederate states beginning Jan. 1, 1863, the midpoint of the Civil War.

In June 2021, both the State of Illinois and the Federal government designated June 19th of each year as a holiday. State holidays are applicable to state employees and public schools and federal holidays are applicable to federal employees and the District of Columbia. As a unit of local government, the District's holiday schedule is not automatically set by state or federal holiday observance.

District holidays for all employees, excluding those covered by the collective bargaining agreements ("CBA") of the Fraternal Order of Police ("FOP") and Construction and General Laborers Local 152 ("152"), are defined in Policy 4.1- Holidays. The Finance Committee recommends any changes to this policy for approval by the full Board. Members of the FOP and 152 unions have their holidays defined in their CBA. The addition of any holiday to these CBA's would be determined as part of the negotiations process. In 2020, one-year extensions were approved for both CBA's. Negotiations for both will take place later this year.

District holidays are classified as either fixed or floating. On a fixed holiday, the District offices are closed and the majority of full and part-time staff have the day off. The Public Safety department is operational and, depending on the time of year, temporary staff is working in grounds maintenance and other facilities. On a floating holiday, District buildings and departments are required to be open. Those employees that work on a floating holiday bank a day off to be used at some other time. Union employees follow their contract. Generally, when the holiday falls on a Saturday, it is celebrated on the previous Friday and when the holiday falls on Sunday the holiday is celebrated on Monday.

The recognition of this holiday would be a continuation of the District's Diversity, Inclusion and Equity efforts. Staff recommends that the holiday be added to the schedule as either a fixed holiday or a floating holiday. If directed, a recommendation for changing Policy 4.1 – Holidays, would be presented at the August Finance Committee and Board meetings.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Human Resources and Risk, Corporate Counsel.