



## 2017 HOLIDAY SCHEDULE

New Year's Day	Monday, January 2
Martin Luther King Day	Monday, January 16
President's Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veteran's Day	Friday, November 10
Thanksgiving Day	Thursday, November 23
Post Thanksgiving Day	Friday, November 24
Christmas Eve Holiday (observed)	Friday, December 22
Christmas Day	Monday, December 25

*Published in accordance with Section 288.11 and 290.10  
of the Codified Ordinances of Freeport, Illinois*



## **288.11 OFFICE HOURS OF CITY DEPARTMENTS.**

The offices and departments of the City which are open to the public, other than the Library, shall be open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday, unless a special waiver has been approved by the Mayor, with good cause shown, based upon the demonstrated needs of specific departments. Should such a waiver be granted by the Mayor, the City Council shall be notified of same. All of the foregoing times shall be the prevailing time under the laws of the State. Any department head shall have the right to keep his or her office open to the public over the noon hour, i.e., from 12:00 noon to 1:00 p.m. Further, such offices shall be open on all days, except Saturdays, Sundays, New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. For all of the foregoing enumerated holidays, but specifically excepting Lincoln's Birthday and Columbus Day, when the holiday falls on a Saturday, the preceding Friday shall be observed as the legal holiday, and when the holiday falls on a Sunday, the following Monday shall be observed as the legal holiday. The operational hours of the Library shall be set by the Board of Library Trustees.

(Ord. 96-39. Passed 7-1-96; Ord. 2010-29. Passed 5-17-10; Ord. 2013-28. Passed 6-17-13.)

## **290.10 HOLIDAYS.**

(a) Compensation for Absence on Holidays. All employees of the City covered by this chapter shall receive their regular compensation for the following legal holidays, or parts thereof, or any other day proclaimed as a holiday by Council, during which the public offices of the City shall be closed: New Year's Day, President's Day, Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day (first Monday in September), Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve and Christmas Day.

(b) Compensation for Holidays Falling on a Regularly Scheduled Day Off. Except for employees regularly scheduled to work on a shift basis, when a holiday listed in subsection (a) hereof falls on a Saturday, the preceding Friday shall be observed as the legal holiday, and when a legal holiday listed in subsection (a) hereof falls on a Sunday, the following Monday shall be observed as the legal holiday.

(c) Compensation for Work Performed on Holidays. Any permanent employee who shall be required to perform work or to render services on one of the holidays listed in subsection (a) hereof police and fire personnel required to perform work or to render services on one of the holidays listed in subsection (a) hereof shall be compensated therefor in accordance with Section 290.08. Police and fire personnel required to perform work or to render services on one of the holidays listed in subsection (a) hereof shall be granted an additional day's vacation, provided that the department head may approve payment at straight time when the conditions of service make it impractical to grant equal time off, and provided further that the department head of police and fire personnel may adopt rules and regulations designed to uniformly distribute holidays among their personnel.

(d) Forfeiture of Holiday Pay. Any employee shall forfeit his or her right to payment for any holiday if he or she has an unexcused absence on the last regular work day preceding such holiday or on the next regular work day following such holiday.

(e) Birthday as Holiday. Each employee will receive in each year, in addition to all other holidays provided for in this section, a holiday on a day selected by him or her, provided that the holiday chosen is in the same fiscal year as the actual birthday.

(1977 Code § 23-106; Ord. 80-51. Passed 6-16-80; Ord. 85-38. Passed 7-15-85; Ord. 90-34B. Passed 6-18-90; Ord. 2001-05. Passed 1-17-01.)