

INTER OFFICE MEMORANDUM

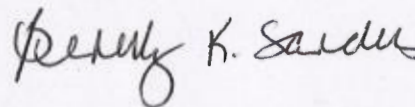
METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: HUMAN RESOURCES

DATE: June 11, 2019

TO: Department Heads, and Mmes. Berry, Boyle, Fore and McElligott

FROM: Beverly K. Sanders, Director of Human Resources



SUBJECT: 2020 Holidays for Non-Represented Employees

The 2020 Holiday Schedule for non-represented employees will be as follows:

<u>Holiday</u>	<u>Day</u>	<u>Date</u>
New Year's Day	Wednesday	January 1, 2020
Martin Luther King Day	Monday	January 20, 2020
Lincoln's Birthday	Wednesday	February 12, 2020
Presidents' Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Veterans Day	Wednesday	November 11, 2020
Thanksgiving Day	Thursday	November 26, 2020
Christmas Day	Friday	December 25, 2020

Three (3) Optional Holidays will be granted to non-represented employees.

New employees hired on or before June 30th will be granted three (3) Optional Holidays. New employees hired after June 30th will be granted two (2) Optional Holidays for that calendar year and will not be granted three (3) Optional Holidays until the following January 1st.

For the 2019 and 2020 holiday season all employees will receive the choice of one additional holiday based on the following choices:

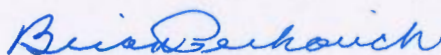
For the 2019 holiday season, employees may choose one of the following days: Wednesday, November 27, 2019, or Friday, November 29, 2019, or Tuesday, December 24, 2019, or Thursday, December 26, 2019, or Tuesday, December 31, 2019, or Thursday, January 2, 2020.

For the 2020 holiday season, employees may choose one of the following days: Wednesday, November 25, 2020, or Friday, November 27, 2020, or Thursday, December 24, 2020, or Monday, December 28, 2020, or Thursday, December 31, 2020, or Monday, January 4, 2021.

The number and scheduling of holidays in 2019 and 2020 are subject to change at the discretion of the Board of Commissioners and the Executive Director.

Employees in job classifications represented by a recognized bargaining agent should consult their Collective Bargaining Agreement for the applicable holiday schedule and policy.

APPROVED:



Brian A. Perkovich
Executive Director

cc: Mr. N. O'Connor