

INTER OFFICE MEMORANDUM

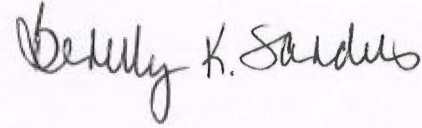
METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: HUMAN RESOURCES

DATE: August 15, 2018

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

FROM: Beverly K. Sanders, Director of Human Resources



SUBJECT: 2019 Holidays for Non-Represented Employees

The 2019 Holiday Schedule for non-represented employees will be as follows:

<u>Holiday</u>	<u>Day</u>	<u>Date</u>
New Year's Day	Tuesday	January 1, 2019
Martin Luther King Day	Monday	January 21, 2019
Lincoln's Birthday	Tuesday	February 12, 2019
Presidents' Day	Monday	February 18, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Veterans Day	Monday	November 11, 2019
Thanksgiving Day	Thursday	November 28, 2019
Christmas Day	Wednesday	December 25, 2019

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 2018 and 2019 holiday season all employees will receive the choice of one additional holiday based on the following choices:

For the 2018 holiday season, employees may choose one of the following days:

Wednesday, November 21, 2018, or Friday, November 23, 2018, or Monday, December 24, 2018, or Wednesday, December, 26, 2018, or Monday, December 31, 2018, or Wednesday, January 2, 2019.

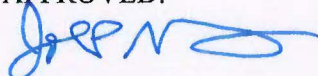
For the 2019 holiday season, employees may choose one of the following days:

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.

The number and scheduling of holidays in 2018 and 2019 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:



John P. Murray
Acting Executive Director

cc: Mr. N. O'Connor