



WORK SESSION

Thursday, November 09, 2023 at 5:30 PM
Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

- 1.1 Call Meeting to Order
- 1.2 Welcome
- 1.3 Adoption of Agenda

2. CONSIDERATIONS:

- [2.1](#) Consider Approval of Revised Town of Landis ARTICLE VII. Holidays and Leaves of Absence Policy
- 2.2 Consideration of Discussion of the Agenda Packet for November 13, 2023 Regular Scheduled Meeting in Order to Provide Opportunities for Board Members to Study Issues, Gather and Analyze Information, and Clarify Direction for Staff.

3. CLOSING:

- 3.1 Motion to Adjourn



Personnel Policy
Holidays Amendment
Article VII Section 2

Updated: January 10, 2022

Holidays

The following days, and other such days as the Board of Alderman may designate, are holidays with full pay for employees for the Town.

New Year's Day	Independence Day
Martin Luther King Jr. Day	Veterans Day
Good Friday	Thanksgiving (Thursday & Friday)
Memorial Day	Christmas (see schedule below)
Labor Day	One day of employees choice

When a holiday falls on a Saturday or Sunday, Monday shall be observed as a holiday except for Christmas.

When Christmas falls on:	Work Days Off:
Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday, Tuesday and Wednesday
Wednesday	Tuesday, Wednesday, and Thursday
Thursday	Wednesday, Thursday, and Friday
Friday	Thursday and Friday
Saturday	Friday and Monday



**Personnel Policy
 Holiday Schedule Amendment
 Article VII Section 2**

Updated: November 9, 2023
 Holidays

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New Year’s Day	Independence Day
Martin Luther King Jr. Day	Veterans Day
Good Friday	Thanksgiving (Thursday & Friday)
Memorial Day	Christmas (see schedule below)
Labor Day	One Day of Employees Choice

When a holiday falls on a Saturday, Friday shall be observed as the holiday. When a holiday falls on a Sunday, Monday shall be observed as the holiday. Christmas is exempt from this rule and will follow the schedule below.

Christmas Schedule:

When Christmas Falls On:	Workdays Off:
Sunday	Monday and Tuesday
Monday	Monday and Tuesday
Tuesday	Monday, Tuesday, and Wednesday
Wednesday	Tuesday, Wednesday, Thursday
Thursday	Wednesday, Thursday, Friday
Friday	Thursday and Friday
Saturday	Friday and Monday