MEMORANDUM

To: Board of Commissioners

From: Brigitta Mac-Rizzo, Executive Director

Date: December 15, 2021

Re: Resolution 21-12-27 to Approve the Holiday Policy in the Policy and Procedure Manual

ACTION: Recommend that the Board of Commissioners adopt Resolution Number 21-12-27

TIMING: Immediately

DISCUSSION: The Jackson County Housing Authority has established a Personnel Policies and Procedures Manual as a set of rules guidelines and define employee conduct, benefits, company procedures, and establish safety protocols. This Manual also describes the type of job performance and workplace behavior JCHA expects from its employees, and what type of compensation and opportunities for advancement it offers.

The Personnel Policy and Procedures Manual contains several significant changes applicable to the employees in JCHA's employ in the areas of leave policies.

The Agency has made changes to the Holiday Policy in the Policy and Procedure Manual. JCHA is asking for Board approval to revise the Personnel Policies and Procedures Manual and incorporate these changes.

FISCAL IMPACT: $0 Operating Funds

STAFF: Brigitta Mac-Rizzo, Executive Director

JACKSON COUNTY HOUSING AUTHORITY

Resolution Number 21-12-27

RESOLUTION APPROVING THE HOLIDAY POLICY.

WHEREAS, The Jackson County Housing Authority has established a Personnel Policies and Procedures as a set of rules and guidelines to define employee conduct, benefits, company procedures, and establish safety protocols. This Manual also describes the type of job performance and workplace behavior JCHA expects from its employees, and what type of compensation and opportunities for advancement it offers; and

WHEREAS, The Personnel Policies and Procedures Manual contained several significant changes applicable to employees in JCHA's employ in the area of paid time off; and

WHEREAS, JCHA has made changes to the Holiday Policy in the Policy and Procedure Manual; and

WHEREAS, this resolution requests Board approval to revise the Personnel Policies and Procedures Manual and incorporate the changes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JACKSON COUNTY HOUSING AUTHORITY:

1. The revision to the Personnel Policies and Procedures Manual be approved; and
2. The Executive Director be and hereby is authorized, empowered and directed to act on behalf of JCHA to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the Executive Director deems necessary and appropriate and in the best interest of JCHA, the agreement contemplated hereby; and
3. The Resolution takes effect immediately.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on December 15, 2021.

_____ _____

Chairwoman Secretary-Treasurer

HOLIDAYS

The Housing Authority provides paid holidays to full-time employees as described in this policy. Full-time employees are not subject to the 90-day introductory period to receive paid holidays. Holidays are paid at the employee's regular rate of pay and are not counted towards overtime hours. The Housing Authority recognizes the following holidays as paid holidays:

- New Year's Day
- President's Day
- Juneteenth
- Columbus Day
- Thanksgiving Day
- Martin Luther King Jr's Birthday
- Good Friday
- Independence Day
- Election Day (in Presidential Election years)
- Day After Thanksgiving
- Christmas Eve
- Lincoln's Birthday
- Memorial Day
- Labor Day
- Veterans' Day
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed either on the following preceding Friday or Monday at the discretion of Management.

Due to the nature of the Housing Authority's services, an employee may be required from time to work on a company-provided paid holiday. If a salaried exempt employee is required to work on a holiday recognized by the Housing Authority, the employee may take the company recognized holiday during that same workweek that the holiday occurred. If a full-time, non-exempt, hourly employee is required to work on a holiday recognized by the Housing Authority, s/he will receive eight (8) hours of regular pay for the holiday in addition to any hours worked on that holiday. Holidays will not be paid to employees on any type of unpaid leave.

An employee who wishes to observe religious or ethnic holidays other than the designated company holidays, s/he may do so by notifying the Executive Personnel Administrator and his/her direct supervisor in writing, at least two (2) weeks prior to such holiday. The employee requesting to observe a religious or ethnic holiday other than a designated company holiday may request to work a designated company holiday and use the holiday day to observe his/her requested holiday. The request to work the designated company holiday will be granted at the discretion of Management.

Alternatively, employees may use an awarded and unused vacation or personal days, as applicable, to observe his/her religious or ethnic holidays. Employees who have no available vacation or personal days available may be granted an unpaid absence for the holiday observance. Sick time may not be used for such purposes.

JACKSON COUNTY HOUSING AUTHORITY
P.O. Box 1209 • 300 North Seventh Street • Murphysboro IL 62966 • 618-684-3183 • Fax **618-684-3222**

2022 HOLIDAY SCHEDULE

January	3	New Year's Day	Monday
	17	Martin Luther King Jr.'s Birthday	Monday
February	11	Lincoln's Birthday	Friday
	21	Washington's Birthday (observed)	Monday
April	15	Good Friday	Friday
May	30	Memorial Day (observed)	Monday
June	20	Juneteenth	Monday
July	4	Independence Day	Monday
September	5	Labor Day	Monday
October	10	Columbus Day	Monday
November	11	Veterans Day (observed)	Friday
	24	Thanksgiving Day	Thursday
	25	Day after Thanksgiving	Friday
December	23	Christmas Eve	Friday
	26	Christmas Day	Monday