



Board of Election Commissioners

OF THE CITY OF AURORA, ILLINOIS 60506
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Commissioners:

Leah Anderson- *Chairman*
Michael McCoy-*Vice Chairman*
Lillian Perry -*Secretary*

Hon. Thomas E. Mueller
Circuit Judge
Patrick K. Bond
Legal Counsel
Linda M. Fechner
Executive Director

TO: Commissioners of the Aurora Board of Election Commissioners
FROM: Linda M. Fechner, Executive Director
SUBJECT: Approved Holidays for 2017
DATE: November 30, 2016

PURPOSE:

This is to schedule for the 2017 Calendar year the holidays that the office will observe by being closed and paying staff the appropriate holiday pay. If a scheduled Election prevents the office from closing, the staff will receive the day's pay plus the holiday pay.

BACKGROUND:

The Aurora Election Commission will close the office and staff to be paid the appropriate holiday benefit. Appropriate is based on average hours schedule per week. The employee will have met the office policy regarding the day before and day after holiday schedule. The Election Commission does maintain a website and it will be posted as the holidays for the year that will be observed as well as a reminder notice as each holiday approaches. There will also be a sign posted no less than two (2) business days that the office will be closed for the holiday and when the office will reopen to the public.

RECOMMENDATION:

That the Board approve from the following days as paid holidays in which the office will be closed for the 2017 Calendar Year. The office will be open for voting under any mandated voting hours.

New Years Day (Observed January 2, 2017, Monday)
MLK January 16, 2016 (Monday)
Spring Friday April 14, 2017
Memorial Day May 29, 2017
Independence Day July 4th, 2017
Labor Day September 04, 2017
Veterans Day (Observed Friday, November 10, 2017)
Thanksgiving Day November 23, 2017
Friday after Thanksgiving November 24, 2017
Christmas Day December 25, 2017
Day after Christmas December 26, 2017