TOWN OF OCEAN VIEW
DELAWARE

November 1, 2021

TO: **Mayor and Council**

FROM: **Carol S. Houck, Town Manager**

SUBJECT: Town Holiday's for Consideration/Vote and Update to Employee Manual as Required

For Reference:

2022 Federal Holiday Schedule (10)/ There are (11) during an election year with the inclusion of Inauguration Day in January:

2022 Observed Date	Holiday Name
Friday, December 31, 2021	**New Year's Day 2022 (Observed as falls on Saturday in 2022 – not included in 2022 Holiday count)**
Monday, January 17, 2022	Martin Luther King Day
Monday, February 21, 2022	Presidents Day (also referred to as Washington's Birthday)
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth (observed as falls on Sunday in 2022)
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Monday, October 10, 2022	Columbus Day
Friday, November 11, 2022	Veterans Day
Thursday, November 24, 2022	Thanksgiving
Monday, December 26, 2022	Christmas Day (observed as falls on Sunday in 2022)

Notes:

- Juneteenth Independence Day   Monday   June 20th, 2022
  - (NEW in 2020 and 2021 – became Fed. Holiday in 2021)
- Ocean View has also historically had the following non-federal holiday's (3) making our traditional count 13 Holidays.

  Good Friday, April 15, 2022

Friday after Thanksgiving, November 25, 2022

Christmas Eve, Saturday, December 24, 2020

These holidays are also referenced in our Employee Manual and bring our traditional holiday count to 13 days.

Delaware's Return Day is also a day that some Towns observe (full day off or half day off) and that I am told there has been some discussion about in the past. It relates to the ability of staff to attend the festivities.

Considerations:

The addition of Juneteenth brings our holiday count to 14 from the 13 observed in recent years. Research into what 17 other municipalities recognize as holidays resulted in a mixed bag of data ranging from 9 to 15 holidays.

Of the 17 municipalities that responded to the request for data 6 had 13 days (and many of these are still considering the addition of Juneteenth) and 3 including Ocean View have 14 (with the addition of Juneteenth), if we choose to continue to offer this new Holiday.

Sussex County has added Juneteenth and therefore now offers 14 holidays, but they are slightly different than the historic Ocean View days (they don't include Columbus Day or Presidents Day but offer two floating days).

If we continue to add Juneteenth (taking us to 14 days) without reducing any of the historical holidays the cost associated with doing so would be:

- Time and a Half for any police officers that work that day and
- Lost time in the office (although it is my opinion that our employees make up the work and regularly respond electronically as needed after hours and even on holidays)

If we add Juneteenth but reduce one of the historical holidays the cost would not change from our historical observance. If that is the desire, the elimination of Columbus Day may be appropriate solely because of the 17 municipalities that responded 13 of them do not observe this holiday. Columbus Day is the holiday not observed by most that responded except for New Year's Eve.

Another option would be to follow Sussex County which results in the same number of days although different than our historical days and includes two floating days.

Floating days add to our need to track them.   Not sure we would be accomplishing anything while adding burden by doing this. I can share that adding Juneteenth as a Town Holiday in 2020 and 2021 resulted in no operational or resident hardships that

I was made aware of. It is more important now that we decide in advance and advertise the day as a holiday.

<u>Recommendation</u>:

Update our number of Holiday's to 14 by including Juneteenth as over the last two years observing the new holiday did not result in any hardship.

Further:

- Not moving to floater holidays is preferred as we have no additional effort associated with tracking the days.
- The number of holidays afforded our employees is thought to also play a role in recruitment and retainage regarding the overall benefit package we offer.
- If the desire to stay with the historical 13 days is of interest – elimination of Columbus Day would be recommended.
- A decision should be made regarding Return Day. This of course would impact our holiday count. I have never attended and therefore don't have good insight regarding this event.