

TOWN OF COTTAGE CITY
RESOLUTION 2026-06

A RESOLUTION OF THE COTTAGE CITY COMMISSION OF THE TOWN OF COTTAGE CITY TO AMEND THE OFFICIAL TOWN HOLIDAY SCHEDULE TO INCLUDE PRESIDENTS DAY, NATIVE AMERICAN DAY, AND VETERANS DAY, AND TO UPDATE HOLIDAY OBSERVANCES TO SUPPORT EMPLOYEE MORALE AND RETENTION

Introduced by: The Cottage City Commission

WHEREAS, the Cottage City Commission of the Town of Cottage City recognize the importance of supporting employee morale, wellness, and retention through meaningful workplace policies; and

WHEREAS, the observance of federal and culturally significant holidays reflects the Town’s commitment to honoring the history, service, and contributions of diverse communities and the nation; and

WHEREAS, the Town currently recognizes the following paid holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving (Employee Appreciation Day)
- Christmas Day

WHEREAS, the Cottage City Commission desire to expand and clarify the Town’s recognized holidays to include additional observances of national and cultural significance;

NOW, THEREFORE, BE IT RESOLVED, The Cottage City Commission of the Town of Cottage City that the official Town holiday schedule is hereby amended to include the following recognized paid holidays:

OFFICIAL TOWN PAID HOLIDAYS

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- *Inauguration Day (every four years)*
- *Presidents Day*
- Memorial Day

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- Juneteenth Day
- Independence Day
- Labor Day
- *Native American Day (Columbus Day)*
- *Veterans Day*
- Thanksgiving Day
- Day After Thanksgiving (*Employee Appreciation Day*)
- *Christmas Eve*
- Christmas Day

BE IT FURTHER RESOLVED, the Town will amend Section IV (Page 27) of the Employee Handbook, to include Inauguration Day (every 4 years), Presidents Day, Native American Day (Columbus Day), Veterans Day & Christmas Eve.

An employee must be working or be on an approved leave status the day before and/or the day after the holiday to receive holiday pay. If any town paid holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a town paid holiday falls on a Sunday, the following Monday will be observed as the holiday. Employees required to work on holidays shall be paid one and one-half (1 1/2) times their hourly rate for hours worked, in addition to their regular holiday pay. Regular holiday pay for all employees except police officers shall be eight (8) hours. Police officers required to work on an authorized holiday shall be compensated at a rate of one and one-half (1 1/2) times the normal rate of pay for all scheduled hours and at 1 1/2 times their normal rate of pay for all additional hours. Whenever an official holiday falls on a weekend and is celebrated on the preceding Friday or the following Monday, the day it is celebrated is considered a substitute holiday. Police officers required to work either on the official holiday, or the substitute holiday shall be compensated at the holiday pay rate. An employee who is required to work on both the official holiday and the substitute holiday shall be entitled to holiday pay for only one day. Whenever a police officer's regularly scheduled days off falls on the actual or celebrated holiday that officer shall receive one scheduled workday of holiday leave which must be used within 30 days of the holiday.

BE IT FURTHER RESOLVED, that the addition of Inauguration Day (every 4 years), Presidents Day, Native American Day (*Columbus Day*), Veterans Day & Christmas Eve is intended to:

- Honor the service and contributions of veterans and Native American communities
- Recognize national leadership and civic history
- Promote inclusiveness and cultural awareness
- Improve employee morale and strengthen workforce retention

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BE IT FURTHER RESOLVED, this resolution shall take effect immediately upon adoption and shall apply to all eligible Town employees in accordance with the Town’s personnel policies.

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2026-06 passed.

John Hoatson, Town Manager