

	Agenda Title:	Agenda Date:
	January 2, 2026 as Additional Paid Holiday	November 20, 2025
	Subject/Proposal/Request:	
	Request for Town Council approval of an additional paid holiday for Town staff on Friday, January 2, 2026	
Town of Cape Charles	Attachments:	For Council:
	None	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Libby Hume, Town Clerk	Rick Keuroglan, Town Manager

Background:

New Year's Day falls on Thursday, January 1, 2026, and Town offices will be closed for the holiday. The following day, Friday, January 2, is scheduled as a regular workday. Historically, the week between Christmas and New Year's operates with minimal staffing, as many employees use vacation time. Public demand for services is also traditionally low during this period.

Item Specifics:

Throughout the past year, staff have managed a heavy workload, especially with the Town Hall office relocation the end of October. Employees dedicated significant time and energy both before and after the move. This required extensive staff time, flexibility, and teamwork. While operations have continued, departments are still settling into the new office space.

Given the demanding year, followed by an intense fall season and continued settling-in activities, designating Friday, January 2, 2026, as an additional holiday would serve as a meaningful expression of appreciation to Town staff.

Essential services would remain fully covered following standard holiday practices.

Recommendation:

Staff recommends that Town Council approve Friday, January 2, 2026, as an additional paid holiday for Town employees, with Town offices closed to the public and essential services staffed as required.