



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 14, 2024

TOPIC: Village Office Closure - December 26, 2024 & January 2, 2025

BACKGROUND BRIEF:

This year, Village Administration observes two holidays (Christmas Eve and Christmas Day) in one week which would be on Tuesday (24th, Christmas Eve) and Wednesday (25th, Christmas Day) and also observes two holidays Tuesday (31st, New Year's Eve) and Wednesday (1st, New Year's Day) the following week. The staff has asked that the offices be closed on the two Thursdays (Dec 26th & Jan 2nd) and staff would use leave time; therefore, there would be no additional expense to the Village.

SUMMARY OF PREVIOUS COUNCIL ACTION:

Village Council approved this on December 10, 2023.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION: To approve the Village Office Closure of December 26, 2024, and January 2, 2025, as presented.