



**TWO
RIVERS**
WISCONSIN

CITY CLERK / HUMAN RESOURCES

1717 E. Park Street
P.O. BOX 87
Two Rivers, WI 54241-0087

MEMO

DATE: May 28, 2024

TO: City Councilmembers, City Manager, City Staff

FROM: Amanda Baryenbruch, City Clerk / Human Resources Director

SUBJECT: Recommendation for City Hall and Other Departments Closure on July 5, 2024

I am writing to recommend the closure of City Hall and Other Departments on Friday, July 5th, in addition to the closure on Thursday, July 4th, in observance of Independence Day. This will provide our employees with an extended holiday weekend and allow them to spend valuable time with their families.

The proposed Friday closure of City Hall would be consistent with the Council-authorized closure of City Hall on Monday, July 4, 2023, when the Independence Day holiday fell on a Tuesday.

City Employees will be required to use 4 hours of vacation/compensatory time or take the time unpaid on Friday, July 5th. City Employees will receive holiday pay on Thursday, July 4th as outlined in the City Personnel Policy.

Thank you for your attention to this matter.

Sincerely,

Amanda Baryenbruch
City Clerk / Human Resources Director

