



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: February 3, 2020
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Request to add holiday on New Year's Eve

A request from the City Clerk is attached. The request is to add a provision for additional holiday pay for New Year's Eve to the City of Manitowoc's holiday schedule for employees covered under the Employee Policy Manual. The City Clerk has provided some data on this past New Year's Eve within her email.

Currently, employees covered under the Employee Policy Manual, annually receive 8.5 paid holidays (New Year's Day, half day on Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day).

Based on an informal poll of other WI municipalities, which I conducted in 2018, adding a holiday, or a half day holiday, would not put the City of Manitowoc out of line in comparison. The average number of holidays provided to employees at WI municipalities is 10.28. Both MPU and the County are closed all day on New Year's Eve, and their employees receive holiday pay.

Please note that the Manitowoc Public Library has a different holiday schedule, so this request does not apply to those employed there.

Thank you for your consideration.