



## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

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GREG BROCKMEYER  
Director of Administration

Date: April 22, 2024

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Temporary Exception to the Employee Benefit to Incorporate Additional Holidays

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The Dane County Board of Supervisors recently passed 2023 OA-65 and 2023 OA-73. These Ordinance Amendments added Indigenous Peoples' Day and Veterans' Day to the list of official county holidays. The attached draft temporary exception updates the Employee Benefit Handbook to include these additional holidays.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of this proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on May 3, 2024 to request a meeting with me to discuss their concerns.

### Temporary Exception on Additional Holidays

1. The section on Holidays in All Employee Group Handbooks is modified as follows:

**SUBJECT: HOLIDAYS**

#### **Section 1:**

- a. The following are determined to be holidays
  1. January 1<sup>st</sup>
  2. Martin Luther King Jr. Birthday (third Monday in January)
  3. Memorial Day (last Monday in May)
  4. June 19<sup>th</sup>
  5. July 4<sup>th</sup>
  6. First Monday in September (Labor Day)
  7. **Second Monday in October (Indigenous Peoples' Day)**
  8. **November 11 (Veterans' Day)**
  9. Fourth Thursday of November (Thanksgiving Day)
  10. Day following Thanksgiving Day
  11. December 24
  12. December 25
  13. December 31

14. Thirty-two (32) additional hours with such hours or fraction thereof to be selected by the employee subject to advance department head approval.

2. This section shall expire on 12/14/2024.