

Policy on Recognition of Government, Cultural, and Religious Holidays for Business Planning and Operations in the Village of Lombard

Background:

The Village of Lombard recognizes the following holidays throughout the calendar year as Village Holidays. The holidays listed impact Village business planning and operations as they are posted on the Village website and calendar, affect business operation hours, and influence the scheduling of Village meetings, events, and communications.

Month	Holiday/Observance
January	New Year's Day
	Martin Luther King Jr. Day
May	Memorial Day
July	Independence Day
September	Labor Day
November	Thanksgiving Day
	Day following Thanksgiving
December	Christmas Eve
	Christmas Day

This policy is designed to enhance awareness and sensitivity to a comprehensive range of holidays beyond those official Village holidays listed above. By expanding recognition to include additional governmental, cultural, and religious observances, we aim to foster an environment of increased awareness and respect. This policy also seeks to address practical considerations, such as the impacts of federal and state holidays on governmental services, constituent and partner schedules, and the availability of resources. While this expanded list of recognized holidays will not directly alter employee leave, benefits, or Village operational hours, it will serve as a vital tool for thoughtful planning of meetings, events, and public communications.

Objectives:

The expanded recognition of holidays under this policy is intended to enhance coordination, increase awareness, and improve operational efficiency.

Acknowledging a wider range of cultural and religious observances allows us to support the diverse backgrounds of our employees, partners, and residents. The purpose of including cultural and religious holidays is not to promote any specific religion, but to increase awareness, particularly when scheduling meetings and events. This helps to avoid unnecessary conflicts with significant personal and cultural traditions while demonstrating a respect for the values of those we engage with.

Incorporating federal and state holidays into the policy further ensures that our organization is prepared for disruptions in governmental services and adjustments to partner and constituent schedules. By proactively considering these holidays, we enhance our ability to plan effectively, reducing the risk of delays or missed opportunities due to unanticipated closures or service interruptions.

This approach to recognizing holidays strengthens our commitment to creating a workplace culture that values mutual respect and understanding while also ensuring smooth operations in our interactions with external entities and stakeholders.

Implementation and Practices:

To achieve these objectives, the organization will establish and maintain an expanded holiday calendar that includes a comprehensive range of observances. This calendar will cover:

- **Village Holidays** – Official Village holidays for the purposes of employee leave, benefits, and operational business hours.
- **Federal and State Holidays** – Additional federal and state holidays not otherwise recognized as official Village Holidays, included to account for interruptions in governmental operations, awareness, and scheduling of meetings and events.
- **Cultural and Religious Holidays** – Additional cultural and religious holidays not otherwise recognized as official Village Holidays, included for awareness, education, and scheduling of meetings and events.

The holiday calendar will be updated annually, with input from the Community Relations Committee to ensure it remains relevant and representative. The calendar will be made accessible to public and internal stakeholders. Information on each holiday, including its significance, typical observances, and organizations, cultures, or religions that recognize it will also be made available for information and reference.

Elected officials, management, and employees shall reference the holiday calendar when planning meetings, deadlines, and events. Considerations regarding the calendar may include whether a holiday is likely to involve public closures, governmental service interruptions, reduced availability of stakeholders due to religious or cultural observances, and constraints on timing, such as time-specific traditions or observances.

Efforts should be made to avoid scheduling significant activities on holidays that could substantially impact participation or productivity. Notwithstanding this policy, the inclusion of holidays on the calendar does not inherently preclude the scheduling of meetings or events on those dates, as the goal

of the policy is to encourage thoughtful consideration and accommodation of each situation and holiday on a case-by-case basis.

Public communications may align with this approach by acknowledging and informing on significant cultural, religious, and governmental holidays in organizational messaging. These communications shall serve to enhance public communications by increasing understanding, awareness, and engagement and reflect organizational respect for the community it serves.

Roles and Responsibilities

The successful implementation of this policy requires coordination across the organization. Village Management shall communicate relative to this policy and calendar, ensuring its accessibility to all employees and public through a centralized platform. The holiday calendar and observances will be posted to the official Village calendar within the Village website each year upon approval.

Village elected officials and staff shall be responsible for referencing the calendar to plan meetings and events thoughtfully with consideration of each situation and for fostering open communication as needed with their teams and local constituents. Employees should engage with the policy by being mindful of the expanded holiday calendar and aware of potential conflicts with observances of colleagues, partners, and constituents.

Holiday and Observances Calendar: To guide the Village's scheduling of official events and communications, Lombard adopts an official calendar of holidays and observances. The following holidays are recognized for purposes of establishing meeting schedules, events, and planning for public communications each year:

Month	Holiday/Observance	Details
January	New Year's Day	January 1 – Village Holiday – Government offices and many businesses are closed
	Martin Luther King Day	January 20 – Village Holiday – Government offices and schools may be closed
	Lunar New Year	January 29 – Cultural Holiday - Businesses or schools in regions with significant observances may close
February	Lincoln's Birthday	February 12 - Illinois State Holiday – State offices closed – Illinois School Code holiday
	Presidents Day (Washington's Birthday)	February 17 - Federal and State Holiday – Government offices and schools may be closed
March	Ramadan	March 1 – March 29 (depending on lunar calendar) – Islamic Holy Month – Observations and activities may impact evening availability
	Holi	March 13 & 14 - Hindu Festival – Schools in regions with significant Hindu populations may acknowledge the day

Month	Holiday/Observance	Details
	Eid al-Fitr	March 31 or April 1(based on Islamic calendar) – Islamic Holiday - Some schools in observant districts may close
April	Passover (First Night)	April 12 – Jewish Holiday – Schools in observant districts may close and observances may impact evening availability
	Good Friday	April 18 - Christian Holiday – Some schools may close and observances may limit day availability
	Easter	April 20 – Christian Holiday – Potential impacts on preceding weekend and scheduling near holiday
May	Memorial Day	Last Monday in May – Village Holiday – Government offices and many businesses closed, stakeholder availability may be impacted due to extended weekend travel.
June	Juneteenth	June 19 – State and Federal Holiday – Government offices and schools in observant districts maybe closed
	Eid al-Adha	June 6 (based on Islamic calendar) - Islamic Holiday – Some schools in observant districts may close, morning observances may impact availability
July	Independence Day	July 4 – Village Holiday – Government offices may be closed and reduced engagement due to observances
September	Labor Day	September 1 – Village Holiday - Government offices and many businesses closed, availability may be impacted over long weekend
	Rosh Hashanah	September 22-24 – Jewish Holiday – Schools in observant districts may close
October	Yom Kippur	October 1 – Jewish Holiday – Schools in observant districts may close, observances may limit engagement
	Columbus Day	October 13 – Federal and State Holiday – Government offices and some schools may close
	Diwali	October 21 – Hindu Holiday – Observances may impact evening availability
November	Veterans Day	November 11 - Federal and State Holiday – Government offices and some schools may close, ceremonies may impact community engagement

Month	Holiday/Observance	Details
	General Elections Day	No General Election in 2025 - Illinois State Holiday – State offices closed – Public engagement may be limited
	Thanksgiving Day	November 27 – Village Holiday - Schools and many businesses closed, stakeholder engagement is limited due to observances
	Day After Thanksgiving	November 28 – Village Holiday – Many schools remain closed, extended holiday impacts
December	Hanukkah (First Night)	December 14 – Jewish Holiday – Schools in observant districts may close and observances may impact evening availability
	Christmas Eve	December 24 – Village Holiday – Government offices and many schools closed, extended holiday impacts
	Christmas Day	December 25 – Village Holiday -Nationwide closures for schools and businesses, public engagement limited
	Kwanzaa (First Day)	December 26 – Cultural Holiday – Observed over winter break, may impact cultural programming

The Community Relations Committee will review the calendar of holidays and observances annually to ensure it remains comprehensive, relevant, and accurate.

By incorporating governmental, cultural, and religious holidays in our business and operations planning, we affirm our commitment to operational excellence, mutual respect, and openness. This policy reinforces the belief that understanding and increasing awareness of the observances and holidays of those we work with and serve is valuable and supports our organizational success.