

**A RESOLUTION ADOPTING AND RECOGNIZING THE PAID HOLIDAY  
SCHEDULE FOR THE CALENDAR YEAR OF 2017**

29 November 2017

Resolution No. 2017-18

**RECITALS**

WHEREAS, the Aurora Election Commission (“ELECTION COMMISSION”) is a government entity, organized and existing pursuant to the Election Code, 10 ILCS 5/1-1, *et seq.*; and

WHEREAS, the ELECTION COMMISSION is authorized and empowered, pursuant to the Illinois Election Code, 10 ILCS 5/1-1, *et seq.*, to pass resolutions for the purpose of carrying out its statutorily enumerated duties and responsibilities and those powers reasonably inferred therefrom; and

WHEREAS, the ELECTION COMMISSION seeks to inform and provide its Staff and the registered voters of the City of Aurora of the holidays in which the ELECTION COMMISSION will be closed and the Staff will receive compensation; and

WHEREAS, the ELECTION COMMISSION remains open during many holidays that banks, State Government, Federal Government and County Government observe; and

WHEREAS, the ELECTION COMMISSION acknowledges the importance of notifying the public of holiday closures so that residents can conveniently register to vote and take care of other related matters; and

WHEREAS, the ELECTION COMMISSION seeks to close its office in observance of the following holidays: News Year’s Day, January 1, 2018; Martin Luther King Day, January 15, 2018; Spring Friday, March 30, 2018; Memorial Day, May 28, 2018; Independence Day, July 4, 2018; Labor Day, September 3, 2018; Thanksgiving, November 22, 2018; the Friday after Thanksgiving, November 23, 2018; Christmas Eve, ½ day, closed at 12:30, December 24; Christmas Day, December 25, 2018; New Year’s Eve, ½ day, close at 12:30, December 31; and

WHEREAS, the ELECTION COMMISSION shall post the holiday closures on its website and post a sign, no less than two (2) business days prior to the holiday, informing the public of the closure; and

WHEREAS, the ELECTION COMMISSION finds that the suggested holiday dates would comport with the practice among private enterprises and public entities and would not deleteriously affect the services the ELECTION COMMISSION renders to the residents of the City of Aurora; and

WHEREAS, the ELECTION COMMISSION finds that it is in the best interest of the ELECTION COMMISSION and the citizens of the City of Aurora to adopt a formal Holiday Schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Election Commission, as follows:

1. That the recitals set forth above are incorporated herein and made a part hereof.
2. That the Board of Commissioners hereby adopts and recognizes the Holiday Schedule in which the ELECTION COMMISSION will close its Office in observance of the following holidays: New Year's Day, January 1, 2018; Martin Luther King Day, January 15, 2018; Spring Friday, March 30, 2018; Memorial Day, May 28, 2018; Independence Day, July 4, 2018; Labor Day, September 3, 2018; Thanksgiving, November 22, 2018; the Friday after Thanksgiving, November 23, 2018; Christmas Eve, ½ day, closed at 12:30, December 24; Christmas Day, December 25, 2018; New Year's Eve, ½ day, close at 12:30, December 31.
3. That the ELECTION COMMISSION shall pay its employees the appropriate holiday benefit, which is based on the average work hours scheduled per week.
4. The Personnel Policy pertaining to the day before and the day after a holiday schedule shall apply.
5. That the ELECTION COMMISSION shall post the holiday schedule on its website.
6. That the ELECTION COMMISSION shall post a sign no less than two (2) days before the Office closing informing the residents of the closing.
7. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.
8. That this Resolution shall be in full force and effect from and after its passage, approval and publication, in the manner provided for by law.

9. That the Executive Director is hereby directed to transmit a certified copy of this Resolution to the Attorney for the Election Commission at 400 S. Knoll, Unit C, Wheaton, Illinois 60187.

10. The Executive Director is hereby directed to transmit a certified copy of this Resolution to the Office of the Chief Judge of the Sixteenth Judicial Circuit, 37W777 Route 38, St. Charles, Illinois 60175.

PASSED AND APPROVED by the Board of Election Commissioners of the Aurora Election Commission this 29th day of November, 2017.

APPROVED:

BY:

\_\_\_\_\_  
Leah Anderson, Chairman

\_\_\_\_\_  
Mike McCoy, Vice Chair

\_\_\_\_\_  
Lillian Perry, Secretary

ATTEST:

BY:

\_\_\_\_\_  
Lillian Perry, Secretary

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Secretary of the Aurora Election Commission, Aurora, Illinois, and that the foregoing is a true, complete and exact copy of Resolution No. 2017-18, passed and approved on November 29, 2017, as the same appears from the official records of the Aurora County Election Commission.

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Lillian Perry, Secretary



# Board of Election Commissioners

OF THE CITY OF AURORA, ILLINOIS 60506  
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Patrick K. Bond  
*Legal Counsel*

Linda M. Fechner  
*Executive Director*

**Commissioners:**

Leah Anderson- *Chairman*  
Michael McCoy-*Vice Chairman*  
Lillian Perry -*Secretary*

TO: Commissioners of the Aurora Board of Election Commissioners  
FROM: Linda M. Fechner, Executive Director  
SUBJECT: Approved Holidays for 2018  
DATE: November 29, 2017

**PURPOSE:**

This is to schedule for the 2018 Calendar year the holidays that the office will observe by being closed and paying staff the appropriate holiday pay. If a scheduled Election prevents the office from closing, the staff will receive the day's pay plus the holiday pay.

**BACKGROUND:**

The Aurora Election Commission will close the office and staff to be paid the appropriate holiday benefit. Appropriate is based on average hours schedule per week. The employee will have met the office policy regarding the day before and day after holiday schedule. The Election Commission does maintain a website and it will be posted as the holidays for the year that will be observed as well as a reminder notice as each holiday approaches. There will also be a sign posted no less than two (2) business days that the office will be closed for the holiday and when the office will reopen to the public.

**RECOMMENDATION:**

That the Board approve from the following days as paid holidays in which the office will be closed for the 2017 Calendar Year. The office will be open for voting under any mandated voting hours.

New Years Day (Observed January 1, 2018, Monday)  
MLK January 15, 2018 (Monday)  
Spring Friday March 30, 2018 (Friday)  
Memorial Day May 28, 2018  
Independence Day July 4<sup>th</sup>, 2018  
Labor Day September 03, 2017  
Thanksgiving Day November 22, 2018  
Friday after Thanksgiving November 23, 2018  
Christmas Eve December 4, 2018; ½ day Close at 12:30pm  
Christmas Day December 25, 2018  
Day after Christmas December 26, 2018  
New Year's Eve December 31, 2018 ½ day; Close at 12:30 pm