MEMORANDUM

TO: MAYOR & TOWN COUNCIL

CC: MARK BIBERDORF, TOWN MANAGER

FROM: HEATHER N. TAYLOR, ASSISTANT TOWN MANAGER

SUBJECT: REVISION OF TOWN'S PERSONNEL POLICY- ADDITION OF JUNETEENTH HOLIDAY

DATE: 04/29/2026

As a result of Town Council's support during the June 2025 Council Meeting, the Juneteenth holiday was adopted as an official Town holiday effective June 2025. However, the Town's Personnel Policy was not formally amended to reflect this change.

To ensure consistency between current practice and adopted policy, I am requesting that the Town's Personnel Handbook be updated to include Juneteenth as an official holiday under:

- **Article VII, Section 2 – Holidays**

This revision will align the written policy with the Town's recognized holiday schedule and provide clarity for employees and administration moving forward.