



# AGENDA MEMORANDUM

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**DATE:** August 26, 2025

**TO:** Forest Preserve District Finance & Administration Committee

**FROM:** Jennifer Clough, Director of Human Resources  
Benjamin Haberthur, Executive Director

**SUBJECT:** Presentation and Approval of a Resolution Setting the 2026 Holiday Schedule for the Forest Preserve District of Kane County

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**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information to consider the approval of a resolution setting the 2026 Holiday Schedule for the Forest Preserve District of Kane County.

**BACKGROUND:**

In 2025, the Board of Commissioners approved a holiday schedule which aligned with the Supreme Court of Illinois' State Court Holiday Calendar and which was consistent with the scheduled closures for Kane County offices. This schedule met the recommendations of the District's compensation and classification study's benefits analysis for competitiveness in recruitment and retention.

To maintain this consistency, and to continue to provide competitive paid time off benefits, staff is proposing the approval of the same schedule of holidays for 2026, with the exception of one (1) holiday, the Day After Christmas, which has been removed for a total of fifteen (15) paid holidays. The complete proposed schedule is attached.

**FINANCIAL IMPACT:**

There is no financial impact associated with the approval of the Holiday Schedule.

**RECOMMENDATION:**

Staff recommends the Committee approve the resolution setting the 2026 Holiday Schedule for the Forest Preserve District of Kane County as presented.

**ATTACHMENTS:**

*Exhibit A: Proposed 2026 Holiday Schedule*