

CITY MANAGER'S OFFICE MEMORANDUM
#17-2026

DATE: July 13, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

FROM: Heather Geyer, City Manager 

SUBJECT: Proposed Holiday Schedule Enhancement for 2026

PURPOSE

To consider a proposed enhancement to the City's holiday schedule that originated through the Team Northglenn Idea Box employee suggestion program.

BACKGROUND

On June 24, 2026, an employee submitted a suggestion through the Team Northglenn Idea Box requesting that the City provide a full day of paid holiday leave on both Christmas Eve and New Year's Eve. The Leadership Team reviewed the suggestion at its June 30, 2026, meeting and supports forwarding the proposal to City Council for consideration.

The proposal would replace the current four-hour holiday on Christmas Eve and New Year's Eve with a full day of paid leave. Employees who are required to work because they provide essential services would instead receive an equivalent amount of administrative leave to use at a later date. This approach recognizes the commitment of employees who must continue providing critical services while ensuring equitable treatment across the organization.

Under the current Employee Handbook, the City observes Christmas Day and New Year's Day as paid holidays. In years when Christmas Day and New Year's Day do not fall on a Saturday, Sunday, or Monday, employees also receive four (4) hours of paid holiday leave on Christmas Eve and New Year's Eve.

Leadership Team supports this proposal for of the following reasons:

- Recognizes employee dedication and supports employee well-being.
- Responds directly to employee feedback through the Team Northglenn Idea Box, demonstrating the City's commitment to considering and implementing practical employee suggestions when feasible.

BUDGET/TIME IMPLICATIONS

The proposed holiday enhancement is not anticipated to have a significant impact on the 2026 and 2027 budget. Employees who receive the additional holiday leave would otherwise have been scheduled to work and compensated for those hours. Essential employees required to work would receive administrative leave equal to their scheduled shift, resulting in minimal fiscal impact while supporting equitable treatment across the workforce.

Departments that provide essential public services will continue normal operations and manage staffing through existing scheduling practices. Staff is requesting Council direction at this time to allow departments sufficient time to finalize employee schedules and communicate planning before the holiday season.

STAFF RECOMMENDATION

The City Manager recommends that City Council provide consensus to implement the proposed holiday schedule enhancement, providing a full day of paid leave on Christmas Eve and New Year's Eve for eligible employees and equivalent administrative leave for employees required to work those days. If supported by City Council, the enhancement would apply only to the 2026 holiday season.

STAFF REFERENCE

If Council members have any questions, please contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

ATTACHMENT

1. Employee Handbook – Holidays

HOLIDAYS

The City observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

In addition, the City observes 4 hours of paid holiday on Christmas Eve and New Year's Eve in all years when Christmas Day and New Year's Day do not fall on Saturday, Sunday, or Monday.

Holidays falling on Saturday are normally observed on the preceding Friday. Holidays falling on Sunday are normally observed on the following Monday. The City will usually observe a holiday on the day fixed by presidential proclamation.

All regular full-time employees are entitled to holiday pay. Holiday pay is equal to one (1) eight hour working day. Regular part-time employees earn holiday pay proportionate to their work schedule only if normally assigned to work on the day on which the holiday occurs.

To be eligible for holiday pay, an employee must be in an approved pay status (i.e., general leave, personal leave) for the full day, the day immediately before and after the day on which the holiday is observed.

Due to the nature of their work, some City employees receive additional General Leave instead of observing Holidays (see General Leave policy). If such an employee observes a Holiday, the time off is charged to General Leave.

If a holiday falls on an employee's regular day off, the employee does not work that day, and the employee is in a category that observes holidays, the employee shall receive an additional eight hours of General Leave. This policy applies to regular full-time employees only to include those on a 4x10 work schedule.