



Agenda Item

Orange City Council

Item #: 3.15.

8/25/2026

File #: 26-0475

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Monica Espinoza, Human Resources Director

1. SUBJECT

Winter Holiday Closure for 2026, 2027, and 2028

2. SUMMARY

Adoption of Resolution No. 11717 would allow for certain City facilities to be closed during the week between the Christmas and New Year's holiday for only calendar years 2026, 2027, and 2028.

3. RECOMMENDED ACTION

Adopt Resolution No. 11717. A Resolution of the City Council of the City of Orange regarding the 2026, 2027, and 2028 Winter Holiday Closure.

4. FISCAL IMPACT

None.

5. STRATEGIC PLAN GOALS

Goal 4: Improve Employee Retention and Recruitment

6. DISCUSSION AND BACKGROUND

Traditionally, the annual winter holiday closure is approved by the City Council in the Fall prior to the December closure. For better operational planning purposes, the City Council is being asked to approve the winter holiday closure for calendar years 2026, 2027, and 2028.

In accordance with most labor contracts between the City and its employee organizations, City employees receive one nine-hour (9) day of paid holiday leave on Christmas Eve (December 24) if it falls on a Monday through Thursday, one nine-hour (9) day of paid holiday for Christmas Day (December 25), and one nine-hour (9) day of paid holiday for New Year's Day (January 1). If approved by the City Council, this action will allow the City to close most of its services for the following holiday periods:

City Hall:

Notwithstanding public safety and other emergency call-out services, City facilities will be closing at 5:00 p.m. on:

- *Wednesday, December 23, 2026, through Sunday, January 3, 2027. The City will return*

to full service on Monday, January 4, 2027; and

- *Thursday, December 23, 2027 through Sunday, January 2, 2028. The City will return to full service on Monday, January 3, 2028; and*
- *Friday, December 22, 2028 through Monday, January 1, 2029. The City will return to full service on Tuesday, January 2, 2029; and*

Libraries:

The Orange Public Library & History Center (Main Library) and the Taft and El Modena branch libraries will close on:

- *Thursday, December 24, 2026 and will re-open on Monday, January 4, 2027; and*
- *Friday, December 24, 2027 and will re-open on Monday, January 3, 2028; and*
- *Sunday, December 24, 2028 and will re-open on Tuesday, January 2, 2029.*

Notwithstanding the above, the City will continue to provide public safety and other emergency call-out services. Employees will be required to utilize their own accrued paid leave hours (i.e., vacation, compensatory time, holiday compensatory time, administrative leave, trip reduction program leave, and/or floating holiday) to cover the holiday closures. The number of hours deducted will depend on the employee's regular work schedule. Alternatively, employees may elect to take an unpaid leave of absence for hours associated with the holiday closures.

7. ATTACHMENTS

- Resolution No. 11717