

Holidays

Created 10 October 2023

The library observes many holidays that are enjoyed by both staff and members of the community. The needs and expectations of the patrons in respect to accessing the library are a strong consideration in the observance of open or closed holidays.

Employees may be asked to work on some scheduled closed holidays and will be fairly compensated for both holiday time and worked time in such instances. Holiday pay will not be considered as time worked for the purpose of calculating overtime.

While on any type of unpaid leave, employees will not be compensated for holidays. Employees on Sick Leave or FMLA Leave (whether using paid or unpaid time) also will not be compensated for holidays.

Observed holidays

The following days will be observed as holidays for the library:

- New Year's Day (January 1) – closed
- Martin Luther King, Jr. Day (3rd Monday in January) – closed
- Presidents' Day (3rd Monday in February) – closed
- Good Friday (Friday before Easter) – ½ Day
- Memorial Day (last Monday in May) – closed
- Juneteenth (June 19) - closed
- Independence Day (July 4) – closed
- Labor Day (first Monday in September) – closed
- Columbus Day (second Monday in October) - closed
- Veterans' Day (November 11) – closed
- Thanksgiving Day (last Thursday in November) – closed
- Christmas Eve (December 24) – closed
- Christmas Day (December 25) – closed

All employees will be paid for the number of hours normally scheduled to work the day on which a closed holiday falls, not to exceed eight (7) hours.

Floating holidays

Full-time employees accrue a “floating holiday” when a holiday falls on Saturday or Sunday.

A “floating holiday” is the equivalent of eight (7) hours of regular pay for full-time employees. These hours become part of the employee’s regular accrued Vacation Leave.

If a closed holiday falls during an employee’s authorized use of Vacation or Sick Leave, the holiday will not be counted as leave.

Religious Holidays

See the section on **Schedules, Breaks, and Attendance** in this manual for the library’s accommodation of religious beliefs.

Other regular closings

In addition to closed holidays, the library regularly closes at the following times:

- New Year's Eve (December 31) – closed
- Black Friday (Friday after Thanksgiving) – close at 5pm

All employees will be paid for the number of hours normally scheduled to work the day on which one of these closings falls, not to exceed eight (7) hours.

Summer reading appreciation

The summer is the library’s busiest time of year. In appreciation of the extra efforts of staff during that time, the library awards each full-time employee a “floating holiday” on August 1st (7 hours of Vacation Leave is credited to the employee’s accrual). Part-time employees receive four (4) hours of paid time off (PTO).