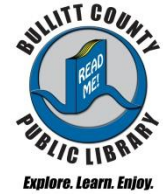


Holidays Policy

Revised 8/12/2003

Revised 2/10/2015



The Library observes many holidays that are enjoyed by our community. The needs and expectations of the patrons in respect to accessing the Library are a strong consideration in the observance of holidays.

If a holiday falls on a day when a regular full-time employee is not regularly scheduled to work, the employee will receive a day off with pay at a later time, preferably during the same pay period.

If a holiday falls during an employee's authorized vacation, the holiday will not be counted as a vacation day.

Employees on leave without pay will not be paid for holidays falling within the leave period.

The following shall be observed as holidays for the library:

- New Year's Day - January 1
- Martin Luther King Jr. Day - 3rd Monday in January
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Thanksgiving Day - Fourth Thursday in November
- Christmas Eve - December 24
- Christmas Day - December 25
- New Year's Eve - December 31

On these days the library shall be closed. Everyone scheduled to work on these days will be paid for the number of hours they are scheduled to work.

The library will be closed on Easter Sunday. Easter is not included in the list of library holidays. Employees scheduled to work that day will receive their regular pay. It will not affect the pay or schedule of employees not scheduled to work that Sunday.