

# **Holiday Time Policy**

**It is the policy of the Library to grant holiday time with pay to full and part-time employees in accordance with the Probationary Period Policy and the guidelines set forth below.**

1. The following days are recognized as closed days of the library: When a holiday falls on a Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

**New Year's Day**

**Martin Luther King Jr. Day**

**Presidents' Day**

**Easter**

**Good Friday close at 12:30**

**Mother's Day**

**Memorial Day**

**Juneteenth**

**Father's Day**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veterans Day**

**Thanksgiving**

**Day after Thanksgiving open at 1:00**

**Christmas Eve**

**Christmas Day**

**New Year's Eve**

2. The following days are recognized as holidays for full time employees and will be compensated at a ratio per hours worked.

**New Year's Day**

**Martin Luther King Jr. Day**

**Presidents' Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veterans Day**

**Thanksgiving Day**  
**Christmas Eve**  
**Christmas Day**  
**New Year's Eve**

Each employee will annually receive a predetermined number of hours of time off for holidays, known as a "holiday pot."

For full-time employees, holiday pot hours must be used for all of the above-listed holidays if an employee is scheduled to work on that day or on the day designated by the Library as the observed holiday. If a full-time employee is not scheduled to work on the holiday or the observed holiday, the employee may use accrued holiday time on a different day that is pre-approved by the employee's Supervisor.

For full-time employees who wish to take holiday time off for the full day on a holiday during which the Library experiences only a partial closure, or on a day not listed in this Article, employees must first request and receive pre-approval, in writing, from their Supervisor.

Full-time employees will receive holiday leave as follows:

- Employees who work 70 hours or more per pay period – 144 hours.
- Employees who work 60 hours or more per pay period – 115 hours.
- Employees who work 50 hours or more per pay period – 96 hours.

Part-time employees may use holiday time off on Library-recognized holidays, or on a different day that is pre-approved by the employee's Supervisor, but the employee need not be scheduled to work on the holiday(s)/pre-approved non-Library holiday in order to receive paid time off for the day. In addition, when part-time employees use holiday hours on a day that is a holiday/observed holiday/pre-approved non-Library holiday, the employee may not work more than her/his regularly scheduled hours for the week, absent approval for additional hours by the employee's Supervisor.

Part-time employees who work more than 10 hours in a pay period will receive 32 hours of holiday time off. Part-time employees who work fewer than 10 hours per pay period will receive four hours of holiday time off. For all employees the number of hours taken from the "holiday pot," when used, will be consistent with the employee's regularly scheduled hours for that day of the week. If any of the holiday pot hours remain unused at the end of the calendar year, they will be donated to the Catastrophic Sick Leave/Property Damage Pool. Accrued, unused holiday hours may not be carried over into the subsequent calendar year or converted to a payout.

To receive compensation for a holiday, an employee must be at work or have a pre-approved time off request on the scheduled workdays immediately preceding and immediately following the actual/observed holiday, unless the employee receives pre-approval for the use of paid time off on one or both of those days. If an eligible employee is absent on one or both of these days

because of illness or injury, the Library reserves the right to verify the reason for the absence before approving compensated time for that holiday.

The Library recognizes that some eligible employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the Library's regular holiday schedule. Accordingly, eligible employees who desire to take a day off with compensation for those reasons will be permitted to use their accrued (non-sick) leave time, inclusive of the holiday pot, to do so, provided that the eligible employee's absence from work will not result in undue hardship on the Library.

Part-time employees who are regularly scheduled to work seven or more hours on Mondays, will receive additional floating holidays in the amount of two times the number of hours regularly scheduled to be worked on a Monday added to the holiday pot. Part-time employees who are regularly scheduled to work between four and seven hours on a Monday, will receive an additional hour of floating holiday time added to the holiday pot.

Sub employees are not granted holiday time.

Full-time employees may carry over a maximum of 50 hours of holiday time. Part-time employees may carry over a maximum of 25 hours of holiday time.

Holiday time that is carried over is not payable upon separation. Unused Holiday Time, prorated for the employee's first and last years of employment, will be paid upon a voluntary termination/separation from employment, provided that the employee gives advanced written notice to the Director, as follows:

Full-time staff: four weeks of advance notice  
Part-time staff: two weeks of advance notice

Employees who have been involuntarily terminated will not receive a payout for unused Holiday time.

Adopted by the Board of Trustees: September 12, 2003

Amended: January 17th, 2012

Amended: December 2013

Amended: July 2014

Amended: December 2018

Amended: October 2020

Amended: June 2022