

Holidays

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Reviewed

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.

Holiday pay will not be considered as time worked for the purpose of calculating overtime. Employees on leave without pay will not be paid for holidays nor credited with compensatory time for holidays occurring within the leave period.

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 (third Monday in January) – open
- President's Day (third Monday in February) – open
- Easter (first Sunday after first full moon of Spring) – closed
- Memorial Day (last Monday in May) – closed
- Juneteenth (June 19) - open
- Independence Day (July 4) – closed
- Summer Reading Appreciation Day (August 1) – open
- Labor Day (first Monday in September) – closed
- Veterans Day (November 11) - open
- Thanksgiving (fourth Thursday in November) – closed
- Day after Thanksgiving (Friday after Thanksgiving) – closed
- Christmas Eve (December 24) – closed
- Christmas Day (December 25) – closed
- New Year's Eve (December 31) – 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 (8) hours.

Floating Holidays

Full-time employees accrue a "floating holiday" on holidays when the Library is open or when a holiday falls on the employee's regularly scheduled day off. A "floating holiday" is the equivalent of the number of hours normally scheduled to work of regular pay. These hours become part of the employee's regular vacation hours.

If a closed holiday falls during an employee's authorized use of Vacation or Sick Leave, the holiday will not be counted as leave. Open holidays that fall during an employee's scheduled use of Vacation or Sick Leave should be used as a "floating holiday".

Part-time employees do not accrue Personal Time Off (PTO) on holidays when the Library is open or when a holiday falls on the employee's regularly scheduled day off.

Summer Reading Appreciation Day

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 (8 hours of Vacation Leave is credited to the employee's accrual). Part-time employees receive four (4) hours of PTO.