

Holidays

The Library recognizes the following paid holidays:

News Year's Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	

In addition to the listed holidays, full-time employees shall be entitled to a compensatory day to be scheduled in full or less than full day increments with the prior approval of the Library Director during the calendar year for which the compensatory day is granted.

All full time employees shall be paid for these holidays based on the hours they would have been scheduled on such days, except Lincoln's Birthday and Good Friday on which the Library is open and employees who work receive compensatory time in addition to being paid for the holiday. Compensatory time is granted at the time of the holiday. When a holiday occurs on a Sunday, the following Monday shall be designated as a holiday.

Full time employees who by reason of an assigned schedule do not receive a particular holiday will be given compensatory time.

The Board of Trustees may in any year designate additional days as holidays for that year only. Compensatory time will be given to eligible employees as above. Compensatory time will not be given should the library be closed in observance of a day of mourning.

Part time employees who are normally assigned seventeen (17) or more hours per week shall be entitled to seventeen (17) hours of holiday pay each year. In order to qualify, the employee must have worked thirty four (34) hours per two (2) week pay periods in at least sixty percent (60%) of the twenty six (26) pay periods prior to each of the holidays listed below. Employees who have worked less than one year must have work thirty four (34) hours in at least sixty percent (60%) of the pay periods s/he was assigned to work prior to the holiday. Qualifying employees shall be paid four (4) hours of pay in each of the pay period in which the following holidays fall: New Year's Day, Thanksgiving Day, and Christmas Day. Qualifying employees shall be paid five (5) hours of pay in the pay period in which Labor Day falls.

Adopted by the Board of Trustees, April 24, 1984

Updated and Approved, December 16, 2002

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