

## Holidays

Full-time staff receive eleven (11) paid holidays each year (equaling eight (8) hours for the day), including the following on which the Library is closed:

- New Year's Day
- Birthday of Martin Luther King Jr. Day
- Washington's Birthday (Presidents Day)
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

On the following days, the library closes at 5:00 p.m.

- New Year's Eve
- July 3
- Thanksgiving Eve

If a holiday falls on a regular day off for a full-time staff member, the employee will receive eight (8) hours of compensatory time.

Occasionally, Library staff work on a holiday, representing the Library in a parade or similar event, or emptying the book drop, for example. An employee must have permission from their supervisor to work on a holiday.

If a full-time employee works on a holiday, they should record the actual time worked on their time sheet and record the remaining hours under "Holiday," to equal eight (8) hours for the day.

EXAMPLE: If a full-time employee worked two (2) hours at a parade, they would record "2" as actual hours worked, and "6" as holiday hours on their time sheet.

A full-time employee who works on a holiday is entitled to earn compensatory time for any hours worked on a holiday.

EXAMPLE: If a full-time employee worked two (2) hours at a parade, they would earn two (2) hours of compensatory time that may be taken after the holiday occurs, and at the convenience of the Library.

Part-time employees who work on a holiday will be paid for the actual hours worked at their regular rate of pay.

**Related Forms:**

Time Sheet

**Related Policies:**

Vacation/Compensatory Time