

Hedberg Public Library  
B119 Holidays  
Board Policy  
Last update – October 2005

Each full-time library employee in a regular position will have the following holidays off with pay. Part-time employees in regular positions will receive holidays on a pro-rated basis. Each day will equal eight (8) hours:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day (1/2 day)

Three floating holidays (in lieu of other holidays not mentioned above).

When a holiday falls on a day an employee is not scheduled to work, that employee must take the time off another day. This substitute day is arranged in advance with the employee's supervisor.

The library is open Sundays all year round, with the exception of Easter Sunday and the Sundays before Memorial Day and Labor Day. The Christmas, New Year's and Fourth of July Holidays may have an effect on Sunday hours, depending on the day of the week on which they fall. The Sundays we are closed are not paid holidays:

#### **July 4**

When July 4 is a:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

The library closes on:

Sunday, Monday

Tuesday

Wednesday

Thursday

Friday

Saturday, Sunday

Sunday, Monday

#### **Christmas**

<u>When Christmas Eve</u>	<u>When Christmas Day</u>	<u>The library is</u>
<u>falls on:</u>	<u>falls on:</u>	<u>closed on:</u>

Monday

Tuesday

same

Tuesday

Wednesday

same

Wednesday

Thursday

same

Thursday

Friday

same

Friday

Saturday

same

Saturday

Sunday

Saturday, Sunday, Monday

Sunday

Monday

Saturday, Sunday, Monday

**New Year's Eve**

**When New Year's**

**Eve falls on:**

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
\*Sunday

**When New Year's**

**Day falls on:**

Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday  
Monday

**The library is**

**closed on:**

Mon 1:00, Tues all day  
Tues 1:00, Wed all day  
Wed 1:00, Thurs all day  
Thurs 1:00, Fri all day  
Fri 1:00, Sat all day  
Sat 1:00, Sun & Mon all day  
Sun & Mon all day

\*In this case we do not close at 1:00 p.m. on Saturday, and staff take 1/2 day of paid holiday some other time during the pay period.

Time and one half will be paid to both exempt and non-exempt staff who are scheduled to work the Sunday after Christmas Day and New Year's Day when these days fall on a Saturday.

**Floating Holidays**

Employees will have all three floating holidays available for their use on April 1 each year.

A holiday is earned for each four-month period worked. New employees will have the appropriate number of floating holidays available for their use immediately upon starting employment. If an employee leaves HPL employment prior to having earned a holiday, the time taken which was not earned will be deducted from the employee's last paycheck.

Floating holidays must be taken in increments of not less than one-quarter hour and must be used during the leave year they are earned. They cannot be carried over into the next year. Terminating employees will be paid for earned but unused floating holidays.