DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Paid Holidays

BOARD
Approved: 08/12/04
Revised: 03/12/09
Revised: 02/16/12
Revised: 07/16/15
Reviewed: 03/15/18
Revised: 11/15/18
Revised: 02/13/20

SECTION: 300 – Employee Benefit Policies

POLICY
Daniel Boone Regional Library has designated the following days as paid holidays, for which benefit-eligible employees will be given paid holiday leave. For each designated paid holiday, full-time employees receive eight (8) hours of holiday time, ¾-time employees receive six (6) hours and ½-time employees receive four (4) hours unless otherwise noted. The terms full-time employee, ¾-time employee and ½-time employee are defined in Policy 1-323 Paid Time Off. Benefit eligibility requirements are set forth in Policy 1-320 Requests for Leave.

Closed Holidays
New Year's Day January 1
Memorial Day Last Monday in May
Independence Day July 4
Labor Day First Monday in September
Thanksgiving Day Fourth Thursday in November
Christmas Eve Day December 24
Christmas Day December 25
New Year's Eve December 31, library closes at noon

The library will also be closed on Easter and the Sundays before Memorial Day and Labor Day. No one will be scheduled to work and no holiday leave will be credited.

When New Year's Day, Independence Day or Christmas Day falls on a Sunday, the library will also be closed on the following Monday.

Open Holidays
Martin Luther King, Jr. Birthday Observance Third Monday in January
Presidents’ Day Third Monday in February
Veterans Day November 11

The library is open for normal working hours on open holidays. Benefit-eligible staff receive floating holiday pay, to be taken according to established procedures.
Staff Development Day  
Columbus Day  Second Monday in October

The library is closed on Columbus Day for staff training. All staff members are expected to attend Staff Development Day. Benefit-eligible staff receive floating holiday pay, to be taken according to established procedures.

PROCEDURE

Holiday leave will not be paid to employees on unpaid leave.

With the prior approval of the supervisor, part-time, benefit-eligible employees who are normally scheduled to work more than the allotted holiday time on a Closed Holiday may make the hours up during the pay period, request the additional scheduled time as paid time off or choose neither option, therefore forgoing pay.

When a holiday falls on a staff member’s normal day off, the staff member will be credited with the holiday and may take it off at a time agreed upon between the staff member and his/her supervisor.

When New Year’s Day, Independence Day or Christmas Day falls on a Sunday, the library will also be closed on the following Monday. For staff not normally scheduled to work on a Sunday when the library is also closed on Monday, leave will be applied on that Monday.

Time credited for open holidays is added directly to the staff member’s holiday leave bank when the holiday occurs. Employees may take this time off at a time agreed upon between the staff member and their supervisor.

All staff members are expected to attend Staff Development Day on Columbus Day. Benefit-eligible staff receive floating holiday leave. Employees may take this time off at a time agreed upon between the staff member and their supervisor.

Holiday hours accrued in December may roll over into the next year if they aren’t able to be taken in December due to schedule constraints. December holiday hours will expire at the end of January the following year.

Procedures for requesting holiday leave hours are the same as those used to request other paid time off.