

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Paid Holidays

ADMIN 1-326

BOARD

SECTION: 300 – Employee Benefit Policies

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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, $\frac{3}{4}$ -time employees receive six (6) hours and $\frac{1}{2}$ -time employees receive four (4) hours unless otherwise noted. The terms full-time employee, $\frac{3}{4}$ -time employee and $\frac{1}{2}$ -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
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	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.

The library is closed on the second Monday in October for staff training. All staff members are expected to attend Staff Development Day.

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 holiday pay, to be taken according to established procedures.

PROCEDURE

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

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 scheduled 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.

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.

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

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