

EMPLOYEE HANDBOOK

HOLIDAYS

Board Policy:

REVIEW DATE: 08/26/2021
DATE APPROVED: 08/26/2021
EFFECTIVE DATE: 08/26/2021
REPLACING POLICY EFFECTIVE: 04/01/2018

The following are paid holidays for benefited employees:

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Administrative Procedure:

REVIEW DATE: 08/26/2021
DATE APPROVED: 08/26/2021
EFFECTIVE DATE: 08/26/2021
REPLACING PROCEDURE EFFECTIVE: 05/07/2018

- A. The Library will annually post a schedule of closed days and paid holidays on its intranet, MyCML.
- B. Benefited employees are entitled to paid holiday leave. Benefited employees receive their regular rate of pay for each observed holiday. Employees working less than 40 hours per week are paid for a prorated number of hours, not to exceed 8 hours, according to the following schedule:

<u>Hours Scheduled/Week</u>	<u>Hours Paid</u>
40+	8.0
35-39	7.0
30-34	6.0
25-29	5.0
20-24	4.0

- C. If the holiday falls on a weekend, the Library will decide whether to recognize the holiday on that day or an alternative day (e.g. the Monday following the weekend).

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D. Holiday pay is not counted in overtime compensation.

E. Exempt Employees

1. When an exempt employee works on a paid holiday, or when the paid holiday occurs outside of a normal workweek, supervisors should attempt to accommodate by allowing them to have another day off during the pay period.

F. Non-Exempt Employees

1. Non-exempt employees who do not work on the observed day of the holiday, but work their normal weekly hours or excess hours within the same pay period, will be paid at their regular rate for the holiday time.

G. Employees on unpaid leaves of absences, paid parental leave or short-term/long-term disability leave are not eligible for paid holiday leave.

H. Employees who observe religious holidays that are not observed by the Library may take time off for the religious holiday using already accrued leave or by making alternative schedule arrangements with their supervisor. A non-exempt employee who does not have a sufficient balance of accrued time may take the time off as unpaid.

Related Policies/Forms:

- Employee Categories
- Extended Medical Leave (Non-FMLA) for Benefited Employees
- Family and Medical Leave
- Hours
- Long-Term Disability Income Insurance
- Paid Parental Leave
- Short-Term Disability Insurance
- Timekeeping
- Unpaid Leave for New (Benefited) Employees