



## **Holiday Policy**

The library will be closed on all 11 federally recognized holidays; New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Many of these holidays are celebrated on Mondays when the library is already closed. Therefore, full-time library staff will receive paid time off on the following holidays: New Year's Day, Juneteenth, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Should any of those holidays fall on a day when the library is scheduled to be closed (Sunday or Monday), Full-time staff may choose an alternative paid day off.

Additionally, the library will be closed Christmas Eve and the day after Christmas to allow staff to enjoy the holiday. When these special days fall on a day that the library is normally open, all staff will be paid for their scheduled hours for those days.

When the following holidays New Year's Day, Juneteenth, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day fall on a day that the library is normally open, all staff shall be paid their regular hours.

Adopted 2/18/2025