

HELEN PLUM LIBRARY

P-8 Holidays

Approved by the Library Board of Trustees, November 21, 2023.

The Library Board approves a Holiday Schedule for each calendar year.

Scheduled holidays

Full-time employees:

- Receive paid time off for holidays as defined by the Board approved Holiday Schedule. If the holiday falls on a day the employee is not usually scheduled, the employee will be entitled to a different day off with pay within the same, previous, or following pay period.

Eligible part-time employees (working 1000 hours or more annually):

- Receive paid time off for designated holidays that fall on a day the employee is regularly scheduled to work. Hours will be paid based on the employee's typically scheduled hours for that day.

Floating holidays

In addition to the days off in the approved Holiday Schedule, employees receive floating holiday time off that can be taken between the first and last full pay period of the calendar year. Unused floating holiday time will not carry over to the next calendar year.

Requests should be submitted as early as possible to accommodate the scheduling needs of the department. Requests will be approved by the employee's manager.

Floating holiday allocation:

- Full-time employees are granted two floating holidays (15 hours).
- Eligible part-time employees (working 1000 hours or more annually) are granted one floating holiday (7.5 hours).
- Non-eligible part time employees (working less than 1000 hours annually) are granted 4 hours floating holiday time.

Substitute and seasonal employees are not eligible for floating holiday time.

Special holidays

Special holidays and days of mourning arising from unforeseen events in general comply with National, State, or Village proclamation. If the Library is closed for such an event, all staff will be paid for the hours they were scheduled to work during the designated period.

Changes in employee classifications

For employees with more than one year of service, floating holiday time will be adjusted to the applicable rate for an employee's updated classification.

Termination of employment

Upon voluntary or involuntary termination, no payment will be made for unused floating holiday time.