

Holiday Closing Policy

Fond du Lac Public Library

Board approved: January, 2011

Previous policy dated:

Employees eligible for holiday pay shall receive full pay for their regularly scheduled hours at straight time for each of the holidays listed. To be eligible for holiday pay, the employee must work the full shift on the last scheduled work day before the holiday and the first scheduled work day following the holiday unless the employee is on an approved form of paid leave.

In no case should the Library be closed more than two days in a row.

1. Whenever Independence Day falls on a Sunday, the following Monday shall be considered the holiday. Whenever the holiday falls on a Saturday the preceding Friday shall be considered the holiday.
2. The library will be closed on Christmas Eve and Christmas Day. When both of these holidays occur during the week, they will be counted as paid holidays.
3. If Christmas Day is on a Saturday, staff will receive one extra floating holiday to be taken during that Calendar year.
4. If Christmas Eve and Christmas Day are both on a weekend, staff will receive two extra floating holidays to be taken that calendar year.
5. If Christmas Eve is on a Sunday, staff will receive one extra floating holiday to be taken that calendar year.

Floating holidays must be used within the year in which they are granted. New employees shall be eligible to use floating holidays after they have completed three (3) months of employment.

Library staff shall be eligible for the following paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Christmas Day
Christmas Eve

5 ½ floating holiday hours (44 hours) annually plus appropriate additions as noted in three through five above.