

# Holiday Closing Policy

Fond du Lac Public Library

Board approved: March 19, 2026  
Previous policy dated: January 2011

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, except for closures associated with the Independence Day, Memorial Day, and Labor Day holidays.

## Independence Day

- When Independence Day falls on a Saturday, the preceding Friday shall be considered the holiday, and the Library will close on the adjacent weekend.
- When Independence Day falls on a Sunday, the following Monday shall be considered the holiday, and the Library will close on the adjacent weekend.
- When Independence Day falls on a Friday or Monday, the Library will close on the observed holiday and the adjacent weekend.
- When Independence Day falls on a Tuesday, Wednesday, or Thursday, the Library will close on the holiday only.

## Memorial and Labor Days

- The Memorial Day and Labor Day holidays are observed on Mondays, and the Library will close on the adjacent weekend.

## Christmas Holidays

- The Library will close on Christmas Eve and Christmas Day. When both of these holidays occur during the week, the Library will close on the holidays only.
- When Christmas Eve and Christmas Day are both on a weekend, the Library will close on Saturday and Sunday and staff will receive two extra floating holidays to be taken that calendar year.
- When Christmas Eve is on a Sunday, the Library will close on Sunday and staff will receive one extra floating holiday to be taken that calendar year.
- When Christmas Day is on a Saturday, the Library will close on Saturday and staff will receive one extra floating holiday to be taken during that calendar year.

Library staff shall be eligible for the following paid holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
Christmas Eve  
Christmas Day

Full-time employees receive 5 ½ floating holiday hours (44 hours) annually, plus any additional hours as noted above. Part-time employees receive prorated holiday hours. All holiday hours must be used within the calendar year they are granted.