

## 4.11 Holiday Pay and Emergency Closings

### Holiday Pay

The Eastern Shore Public Library (Library) observes the following paid holidays:

New Year's Eve, New Year's Day (January 1); Martin Luther King Day (Third Monday in January); Lee/Jackson Day (Friday Preceding the Third Monday in January); Presidents' Day (Third Monday in February); Memorial Day Saturday, Memorial Day (Last Monday in May); Independence Day (July 4); Labor Day Saturday, Labor Day (First Monday in September); Veteran's Day (November 11); Thanksgiving (Fourth Thursday November); Christmas Eve (December 24); Christmas Day (December 25).

If a holiday falls on a Sunday, the library is closed only on that day, i.e. library public service does not follow Federal or County holidays.

If a holiday's calendar date falls on a Saturday in any year, full-time staff observes it on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. An exception may be made for customer service scheduling purposes when the library is open and full-time staff needs to cover the service desk.

Full-time staff receive three floating holidays each year and must provide two weeks notification of selected days to the Director in writing. Floating holidays and holidays cannot be accrued. **Floating holidays follow the calendar year and need to be used by December 31.**

When the Library is closed in observance of a holiday, employees who do not have to report to work will be compensated for their regularly scheduled hours. Part-time employees are eligible for pro-rated holiday time. Holiday pay will be calculated based on your straight time pay rate times the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work.

### Emergency Closings

At times, emergencies such as severe weather or power failure may require the closing of the library.

In general, the library will close if and when the County offices are closed. The Library Director retains the authority to close the library in response to an emergency or unsafe or unsanitary work conditions.

Part-time employees will be compensated for their regularly scheduled hours. In the event of a long-term closure due to unusual circumstances, the Library Director reserves the right to adjust the hours and/or pay of part-time employees.

A salaried employee who arrives late to work or who does not report to work due to weather related transportation difficulties may use annual leave for the missed hours. Part-time employees who do not report to work as scheduled will adjust their timesheets to time actually worked. **Draft: Nov. 20, 2017**