



HOLIDAY CLOSINGS AND PAY POLICY

1. The Marion County Library shall observe the following fifteen(15) holidays: New Year's Day, Martin Luther King Day (third Monday in January), Washington's Birthday (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Turkey Trot (second Friday in October), Saturday after Turkey Trot, Veteran's Day (November 11), Thanksgiving Day (fourth Thursday in November), day after Thanksgiving Day (fourth Friday in November), Christmas Eve Day (December 24), Christmas Day (December 25), New Year's Eve Day (December 31), and the employee's birthday.
 - a) The employee's birthday holiday will be scheduled with the Library Director.
 - b) When any other holiday falls on Sunday, the Library will be closed the preceding Saturday and following Monday.
 - c) When any other holiday falls on a Monday, the library will be closed that Monday and the preceding Saturday.
 - d) When any other holiday falls on a Friday, the library will be closed that Friday and the following Saturday.
 - e) Every Full Time employee will receive eight hours for either Monday or Friday.
 - 1) During a pay period in which a holiday closing occurs, schedules will be adjusted to insure that each employee receives either 80 hours of pay, or the appropriate lesser number for a part-time employee, during the pay period.
2. An employee on "Leave without Pay" will not receive holiday pay.
3. To receive holiday pay, an employee must work the full scheduled shift on, or receive paid leave for, the scheduled working days immediately preceding and following the holiday unless a leave without pay for designated hours, has been previously approved by the director.
 - a) An employee taking a full or partial sick day immediately preceding or immediately following a holiday must present a written physician's statement completed during the illness in order to receive holiday pay.
4. At the December Board meeting, the director will present a schedule of holidays for the following year for board approval.

Adopted by the Marion County Library Board
September 6, 2018


Judith R. Bearden, Chair