

### C. HOLIDAYS

The Tucker Free Library honors ELEVEN(11) paid holidays as follows:

New Year's Day	Columbus Day
President's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Thanksgiving - Friday
Independence Day	Christmas Day
Labor Day	

In addition, the board will determine one (1) additional holiday which may change from year to year. The specific date will be set by the board after receiving input from the employees and will be a day off for all employees. The trustees will set the annual holiday calendar and approve dates for Holiday Time Bank expiration as provided by the director at their meeting in November.

Employees who are absent for unauthorized reasons on the day preceding and/or following a holiday shall forfeit holiday pay and not earn time in their holiday bank time for said holiday.

Full-time employees shall be granted paid holiday time. Permanent part time employees who work 20 hours or more per week for more than 30 weeks shall be granted paid holiday time on a pro-rated basis. If the employee works fewer than 20 hours per week and/or has been on staff for less than 30 weeks, that employee will in the event the holiday falls on a work day, be paid for the time usually worked but not earn holiday bank time. Substitutes or occasional employees who are not regularly scheduled are not eligible for holiday pay or to earn holiday bank time.

When a specific holiday falls within an eligible employee's approved vacation period, that day shall not be considered a vacation day.

Any employee who is not scheduled to work on a calendar holiday will earn holiday bank time and be given the opportunity to schedule another work day off with pay, such day to be at the discretion of the library director.

All holiday bank time must be used within four weeks of the holiday. If the time is not used within four weeks, then the time is forfeited. If, upon discussion with library director, it is not convenient for a staff member to use their holiday bank time because of library scheduling conflicts, then the director and staff member can make accommodations to extend the use of holiday bank time by up to four additional weeks but, the time cannot be used in combination with other holiday bank time.

Upon termination or resignation from employment, any holiday bank hours are forfeited and no pay will be provided in lieu of those hours.

1<sup>st</sup> Reading: May 19, 2021

2<sup>nd</sup> Reading: July 28, 2021

Final Reading/Approved: 07/28/2021 (Replaces policy Approved by Board of Trustees, 2/11/2014)

Removed Juneteenth Holiday: May 29, 2024