

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.600 – HOLIDAYS (revised 11/12/2003; 11/10/2010; 7/9/2014; 9/10/2014; 11/12/2014)

Notwithstanding Section 3.140, any employee who is eligible for earned benefits shall receive regular compensation for days that the board of trustees has designated as holidays.

Members of religious groups who have special observances on days other than board-approved holidays may take those days with pay, but must use vacation or personal leave approved in advance.

When a holiday falls on a day that the library is normally closed, the holiday shall be observed the following day regularly open.

If a holiday occurs during an employee's authorized leave (vacation, sick, etc.), this day shall not be counted as an authorized leave day, but as the holiday.

If a holiday falls on a day the employee is regularly scheduled off, he/she shall be entitled to take a day with pay within that holiday week. The day shall be chosen at the discretion of the executive director, according to the scheduling needs of the library.

For purposes of paid holiday time, a day is equal to 8 hours for a full-time assigned employee and will be prorated for part-time assigned employees, on the basis of their FTE assignment. Calculations will be rounded to the nearest whole hour.

If a holiday closure is for less than a full day, employees will be paid their regular wages for the hours that would have been part of their usual and customary schedule.

Employees on leave without pay shall not be paid for holidays nor credited with compensatory time for holidays occurring within the leave period.

See Section 1.210 for official list of holidays.

See Section 3.140 for eligibility for earned benefits.