

Warren-Newport Public Library District **Staff Manual**

305 Holidays

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The Warren-Newport Public Library District recognizes the following holidays and will be closed:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

Paid holiday time is granted to all eligible regular full-time employees at a rate of 7.5 hours and to regular part-time employees as follows:

Average Weekly Hours	Holiday Time Granted
20	4
20.25 to 22.5	4.5
22.75 to 25	5
25.25 to 27.5	5.5
27.75 to 30	6
30.25 to 32	6.5
32.25 to 35	7
35.25 to 37	7.5

When a paid holiday falls on a day of the week that the employee normally doesn't work, the employee may take an alternative day off within the same pay period. Employees should work with their Manager to schedule the alternative day. An employee may take an alternative day off within the adjacent pay period when approved by the Executive Director. Approval of an alternative day is subject to staffing and operational needs. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

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If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

The Library will be closed, but no holiday pay awarded, for Easter Sunday, the Sunday preceding Memorial Day, and the Sunday preceding Labor Day.

In addition to the recognized holidays previously listed, eligible employees will receive three floating holidays per calendar year. Floating holidays should be used in the calendar year in which they are earned and do not carry over. Use of paid floating holidays should be requested via the timekeeping system and are subject to staffing and operational needs. Floating holiday time should be taken in full-day increments, for example, 7.5 hours for full-time employees.

During the first calendar year of employment, eligible employees hired from January 1st through March 31st will receive three floating holidays; those hired from April 1st through September 30th will receive two floating holidays; and those hired from October 1st through December 31st will receive one floating holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.