

4.07 HOLIDAYS AND CLOSINGS

I. Full-time staff

- a. Full-time staff will be granted the following paid holidays off:
 1. New Year's Day (January 1st)
 2. Memorial Day (Last Monday in May)
 3. Independence Day (July 4th)
 4. Labor Day (First Monday in September)
 5. Thanksgiving Day (Fourth Thursday in November)
 6. Christmas Eve (December 24th)
 7. Christmas Day (December 25th)
 8. New Year's Eve (December 31)
- b. The Library will be closed on Easter Sunday, but it is not a paid staff holiday.
- c. The Library will close at 5:00 p.m. on Thanksgiving Eve.
- d. In addition, the Library will not be closed but full-time staff will receive a floating holiday, to be used within two weeks of the date shown, for each of the following holidays:
 1. Lincoln's Birthday (February 12th)
 2. Columbus Day (Second Monday in October)
 3. Veterans Day (November 11th)
- e. When a Holiday falls on a staff member's normally scheduled day off, the staff may schedule another day off within either the two weeks before or two weeks after the Holiday with the approval of the supervisor.
- f. When a paid holiday falls on an employee's scheduled paid vacation, that day will be considered a paid holiday rather than a vacation day.

2. Part-time Employees

- a. Part-time employees shall be paid or provided floating holiday time off for the equivalent number of hours which they normally would have worked on the Holidays observed by the Library, as listed in section I (a) above.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Revised 12.15.93; 10.21.98; 10.20.99; 3.21.01; 8.20.08; 3.19.2014; 7.15.2014; 12.14.16