

## **HOLIDAY HOURS**

The library will be closed on those holidays as listed in Section 8.1 of the city of Amery's personnel policies manual (New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday Day [1/2 day], Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, and Christmas Day), with the exception of the following:

- The library will remain open on Martin Luther King, Jr. Day, Presidents' Day, Good Friday, and Veterans Day;
- If a city holiday falls on a Saturday, the library will close on that day;
- If a city holiday falls on a Sunday, the library will close on the following Monday in observance of this holiday;
- The library will close on the Saturday of Amery Fall Festival. Staff normally scheduled to work on this Saturday will not receive holiday pay.
- The library will close at 4:00 the Wednesday before Thanksgiving.
- The library will close at 2:00 on New Year's Eve.

Any regular part-time library employee who works on Martin Luther King, Jr. Day, Presidents' Day, or Veterans Day will be paid at 1.5 times their normal rate of pay. Any regular part-time employee who works in excess of 4 hours on Good Friday will be paid at 1.5 times their normal rate of pay for each additional hour worked. Regular full-time employees will not work on Martin Luther King, Jr. Day, Presidents' Day, Veterans Day, or Good Friday Day [1/2 day] and will receive holiday pay for those days. Due to closing early, the hours worked on the Wednesday before Thanksgiving, as well as, New Year's Eve, will be considered a full work day for full-time employees.

*Approved by the Board of Trustees of the Amery Area Public Library, November 19, 2018*

*Revised: December 17, 2018*