



Policy HR 12.8 Holidays and Holiday Compensation

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

The following holidays have been designated by the Board of Trustees and will be observed annually by NOLS:

- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veterans' Day
- h. Thanksgiving Day
- i. Christmas Eve Day
- j. Christmas Day

1. Calculating paid holiday time

Full-time employees will be paid for 7.5 hours of time at their regular current rate of pay for each paid holiday. Part-time employees will be paid for a pro-rated portion of a 7.5 hour day for each paid holiday, depending on their budgeted hours per week. For example, a 28 hrs/wk employee will be paid for 5.75 hours of time at their regular current rate of pay. If a part-time employee's normal work day is more than 5.75 hours, they may elect to take accrued vacation to make up the difference, or with supervisor's approval, they may make up the additional hours elsewhere during the work week in which the holiday falls.

2. Holiday pay

Non-exempt represented employees who are scheduled to work on a library-designated holiday shall receive double (2x) their regular straight-time rate of pay for each hour worked. Non-exempt full-time employees may choose to receive double (2x) compensatory time instead of pay.

3. Holidays that fall on Sunday

In the event the official date of a library-designated holiday falls on a Sunday, the following Monday shall be observed as the Library holiday.

4. Holidays that fall on an employee's regular day off

In the event a holiday falls on an employee's regularly scheduled day off, an accrued holiday will be credited to the employee. Accrued holidays must be taken with the advance approval of the supervisor and must be used within (30) days of the day the holiday was accrued.

5. Unpaid holidays for reason of faith or conscience

Employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee is encouraged to select the days on which he or she desires to take the two (2) holidays in consultation with his or her supervisor. The employee will be allowed to take the holidays on the days he or she has selected unless the absence would unduly disrupt operations or impose an undue hardship. The term "undue hardship" is defined by the Office of Financial Management as an excessively costly, extensive, substantial or disruptive modification, or one that would fundamentally alter the nature or operation of NOLS.

The employee should submit a written request for an unpaid holiday to the employee's supervisor a minimum of fourteen (14) days prior to the requested unpaid holiday. Emailed requests are acceptable. The unpaid holiday shall not be approved without written authorization by the employee's supervisor. Emailed authorization is acceptable. Requests will be evaluated in light of the desires of the employee, scheduled work, anticipated workloads and demands, availability of other staff, and consideration of "undue hardship" as defined above.

If the employee wishes to use accrued leave instead of taking an unpaid holiday, then the terms for taking that particular type of paid leave (12.11: Personal Days or 12.15: Vacation Leave) will apply. If the employee wishes to make up the time, all arrangements must be approved in advance by the employee's supervisor and the terms governing flex time (10.3: Flex time) will apply.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all. They do not carry over from one year to the next.

6. Administration

All supervisors and employees are responsible for managing this policy.