

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4122 HOLIDAYS

1. All non-probationary employees who are not on layoff status, are paid for ten holidays or have the option to take the time off provided the employee works the last scheduled day prior to the holiday and the first scheduled day after the holiday, unless absence on either or both of these work days is for good cause and not personal convenience. The arrangement will be worked out with the supervisor.
2. All Library locations are closed New Year's Day, Dr. Martin Luther King, Jr., Birthday, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, December 24th, and Christmas Day.
3. All non-probationary employees who are not on layoff status, will be granted a floating holiday with pay on their birthday or within thirty (30) days of the birthday with the approval of the supervisor.
4. At Christmas time the library will be closed as follows:

<u>If Christmas falls on:</u>	<u>The Library will close:</u>
Sunday	Saturday, Sunday, Monday
Monday	Saturday, Sunday, Monday
Tuesday	Sunday, Monday, Tuesday
Wednesday	Tuesday, Wednesday
Thursday	Wednesday, Thursday
Friday	Thursday, Friday
Saturday	Friday, Saturday, Sunday

5. The Main Library is not open on the Sunday designated as Easter. This is not a paid holiday. Bargaining unit members are not required to work on Mother's Day.
6. All Library locations close at 5:00 p.m. on July 3<sup>rd</sup>, day before Thanksgiving, and New Year's Eve. Employees affected by the early closing shall be offered the opportunity to make up the lost hours within the same pay period or use earned time hours.
7. For full-time staff, a holiday week will be 30 hours of work time and the holiday will be counted as 8 hours. If two holidays fall in 1 week, the work week will be 22 hours. In the event a holiday falls on the scheduled day off of a full-time employee, an additional eight hours off will be granted during the same pay period.

BP 4122 HOLIDAYS (continued)

8. If a holiday falls on a part-time staff member's day off, the employee will be given either time off or pay for the total number of hours regularly scheduled in a pay period divided by ten. If a holiday falls on a day the part-time staff member is scheduled to work, the employee will be credited the regularly-scheduled hours.
9. If a birthday holiday falls on an unscheduled day for part-time staff, another mutually agreed upon day will be chosen. The part-time staff member will be paid a prorated amount using the formula found in section 14.7 of the Union contract. If the pro rated amount is less than their regular scheduled hours for that day the employee may add ET hours to get their full scheduled hours. If the part-time employee is in their first year of service they may make up the time during that pay period.
10. An employee may be granted time off for the observance of a religious holiday, provided the time off is made up within the same pay period. The employee also has the option of using Current Time for the time off.

Policy adopted February 25, 1977

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