



HOLIDAYS

Policy

The following days shall be called "Library Holidays" and the Library shall not be open for service:

New Year's Day
Easter Sunday
Memorial Day
Independence Day
Labor Day
Veteran's Day (Library is not closed this day, but floating holiday for November)
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

NPL Employee Handbook: Approved December 19, 2007; Amended May 1, 2010;
Amended February 11, 2012, Effective January 1, 2013; Amended October 15, 2014,
Effective January 1, 2015; Amended March 16, 2016
Signed:

Craig Messerknecht
President
Novi Public Library Board of Trustees

Eligibility for Holiday Pay:

- A. All permanent (i.e. not seasonal or temporary) employees working at least 20 hours per week shall be entitled to holiday pay for those days designated as "Library Holidays." These shall be referred to as eligible employees.
- B. Eligible part time employees working between 20-29.5 hours per week will receive a flat rate of pay based on the number of hours they are regularly scheduled to work per week.

Hours Regularly Scheduled Per Week	Hours Received per Holiday
20-23	4
23.5-25.5	5
26-29.5	6

- C. All eligible employees shall have their regular day off in addition to the holiday itself, during the week in which the Library holiday occurs. Eligible part-time employees shall have the appropriate number of holiday hours on their time card. Part time employees will have the option to work the additional hours to make up for time based on flat rate of hours (see chart) or use available benefit time.
- D. If eligible employees waive taking their paid time off during the pay period in which the Library holiday occurs, they will be given time off at a date, schedule permitting, and with the approval of their supervisor, not later than one month from the date of the Library holiday occurring that week.
- E. To be eligible for holiday pay for the Library holidays, employees must work their usual hours the last regularly scheduled day before and the next regularly scheduled day after the Library holiday, unless otherwise approved by the Director.
- F. Holidays that occur during a staff members' planned vacation leave are not charged against their vacation leave.
- G. Holiday time off requests will be approved based on staffing needs and past patterns of holiday vacation leave time. Holiday time off requests are time off requests that are around any holidays.
 - 1. Time off requests will only be approved up to 6-months in advance.
 - 2. Time off requests must be made at least 30 days in advance.
 - 3. In the case of international travel/airline ticket purchases, time off requests will be approved beyond the 6-month timeframe, and will be approved on a case-by-case basis.
 - 4. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already make reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved October 9, 1995; Amended October 21, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:

A handwritten signature in black ink, reading "Craig Messerknecht". The signature is written in a cursive, flowing style.

Craig Messerknecht
President
Novi Public Library Board of Trustees