

POLICY TITLE: Paid Holidays

ADOPTED/LAST REVISION: ADOPTED 6/13/00; REVIEWED 4/10/01; 3/13/12; 7/15/21

- A. The following paid holidays are observed by the Library and each full-time employee shall receive 8 hours pay at his/her current rate when a holiday falls or is celebrated on a normal work day. For permanent part-time people, the holiday pay is pro-rated according to their normal work week.

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	December 24
Christmas Day	Three (3) Personal Holidays (PH) (Director receives a fourth Personal Holiday)

- B. All permanent employees, including probationary employees, shall be entitled to holiday pay regardless of service.
- C. Employees will be paid for holidays which fall on a Saturday or Sunday. Employees not scheduled to work on those days will select another day off during the week to allow the Library to remain open for as many regular hours as possible for the public.
- D. When a holiday occurs during an authorized leave of absence for which an employee receives compensation, the holiday will not be counted as sick leave, vacation, or other authorized paid leave of absence.
- E. The personal holidays are requested under the same basis as vacation. All employees must have worked 90 days to be eligible for personal holidays.
- F. Employees earn personal holidays on January 1 of each year. Personal holidays must be used by December 31 of each year. Any personal holidays not taken by December 31 of each year will be lost. Employees may take personal holidays in half-day increments. Terminating employees will have their remaining personal holidays pro-rated and paid out on their last check.

Reference: City of Marshfield Policy 3.530