

POLICY TITLE: Paid Holidays and Personal Holidays

ADOPTED/LAST REVISION: Adopted 06/13/2000; reviewed 04/10/2001, 03/13/2012, 07/15/2021; revised 03/21/2024; 07/21/2025

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.

DEFINITIONS:

1. Scheduled Day: This is a day that the employee is scheduled to work at the Library, not to include any types of time off.

a. Example: An employee is scheduled to work Monday through Friday from 8am-5pm each week. if a holiday falls on a Thursday, the last scheduled day prior to the holiday would be Wednesday. The next scheduled day after the holiday would be Friday.

POLICY:

1. The following paid holidays will be observed by the Everett Roehl Marshfield Public Library:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve Day
 - Christmas Day
2. Eligible employees will include all regular full-time employees and regular part-time employees as defined in Policy 4.130 Types of Appointment.
3. Eligible full-time employees will receive (8) hours of pay for each holiday listed above. Eligible part-time employees will receive pro-rated pay for each holiday listed above.
4. Eligible employees must meet the following conditions in order to receive holiday pay.
 - a. Work a full shift on the employee's scheduled day prior to the paid holiday.
 - b. Work a full shift on the employee's first scheduled day following the paid holiday.

5. Employees will not be entitled to holiday pay in the following circumstances:
 - a. Employees who call out on the scheduled day before the holiday or the scheduled day after the holiday will forfeit their holiday pay. Should the employee be unable to work either of these two days because of illness, a medical note will be required to qualify for the holiday pay.
 - b. The employee has not successfully completed 30 days of employment at the time of the holiday.
 - c. The employee is in an out-of-pay status (example: unpaid suspension) or in a layoff status.
 - d. When an employee is on a leave of absence when a holiday day occurs, they will not receive holiday pay. However, employees who are using paid time off concurrent with this leave type will be eligible to receive holiday pay.
6. Hourly employees will receive time and one-half their regular base pay for all hours worked on a holiday in addition to holiday pay at the employee's regular rate of pay.
7. Employees receive three personal holiday days on January 1 of each year; the Director receives a fourth personal holiday day.
 - a. A new employee hired before July 1 of the calendar year will receive three personal holiday days upon hire.
 - b. A new employee hired after July 1 but before October 1 of the calendar year will receive two personal holiday days upon hire.
 - c. Any employee hired after October 1 of the current year will receive one personal holiday day upon hire.
8. Employees may take personal holiday days in half-day or full-day increments only.
9. Personal holiday days must be used by December 31 of each year. Any personal holiday days not used by December 31 of each year will be forfeited.
 - a. Unused personal holiday days cannot be paid out.
 - b. When an employee retires or resigns from a position, any unused personal holiday days will not be paid out and will be forfeited.

PROCEDURES:

1. Holidays which fall on a Sunday will require holiday-eligible employees to substitute another day for that paid holiday within that pay week. This must be arranged in advance with department supervisors.
2. All eligible employees, who have completed 30 days of employment with the City, shall be entitled to holiday pay, not including personal holiday days that may be provided upon hire.