



ZION-BENTON PUBLIC LIBRARY

HOLIDAYS

Each year, the Library Board approves a calendar listing days that the Library will be closed. Not all closed days are considered for holiday pay.

The Library is closed on these holidays. Full-time and part-time 20+hour employees will receive holiday pay for the number of hours they are regularly scheduled to work on these days.

- New Year's Day
- Easter
- Memorial Day (observed)
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Part-time less-than-20-hours employees and temporary employees are not eligible for holiday pay.

During a year when an Official Holiday falls on a day that the Library is scheduled to be closed, an extra Personal Day will be issued to 20+ hour employees. The amount of time awarded will be based on the employees Standard Day (1/5 of the employee's regular weekly hours). This Personal Day shall have limited duration, and is to be used in the immediate time before or after the Official Holiday, based on the approval of the employee's Supervisor and the Director.

At the discretion of the Board of Trustees, the Library may be closed on the Saturday preceding or the Monday following a holiday that falls on Sunday.

Revised 9/24/2019; revised 4/30/2024