

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 3030

3030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

3030.2 The following days will be recognized and observed as paid holidays:

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| New Year's Day | (January 1) |
| Martin Luther King, Jr. Birthday | (3 rd Monday in January) |
| Lincoln's Birthday | (February 12) |
| President's Day | (3 rd Monday in February) |
| Memorial Day | (Last Monday in May) |
| Independence Day | (July 4) |
| Labor Day | (1 st Monday in September) |
| Veteran's Day | (November 11) |
| Thanksgiving Day | (4 th Thursday in November) |
| Day After Thanksgiving | (4 th Friday in November) |
| Christmas Eve Day | (December 24) |
| Christmas Day | (December 25) |
| New Year's Eve Day | (December 31) |

3030.3 All regular work will be suspended and employees will receive one (1) day's pay for each of the holidays listed in section 3030.2 above. An employee is eligible for any paid holiday if he/she is normally scheduled to work that day.

3030.4 Holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

3030.5 When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

3030.6 If any employee works on any of the holidays listed in section 3030.2 above, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay.

3030.7 All regular employees also receive two (2) floating holidays each calendar year, as follows:

3030.7.1 The first floating holiday accrues on January 1, and the second floating holiday accrues on July 1.

3030.7.2 The District Librarian or the Administrative Support Manager must approve in writing an employee's request to use a floating holiday.

3030.7.3 Floating holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of floating holiday hours.

Adopted 02/27/2006