

WAUKESHA PUBLIC LIBRARY

HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: HOLIDAYS 2017 and 2018	Issued: 12/18/14 11/10/16	No: C-1
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A. <u>Holidays are:</u>	2017	2018
1. New Years Day	Sunday, January 1	Monday, January 1
2. Memorial Day	Monday, May 29	Monday, May 28
3. Independence Day	Tuesday, July 4	Wednesday, July 4
4. Labor Day	Monday, September 4	Monday, September 3
5. Thanksgiving Day	Thursday, November 23	Thursday, November 22
6. Day before Christmas Day	Sunday, December 24	Monday, December 24
7. Christmas Day	Monday, December 25	Tuesday, December 25
8. Day before New Years Day	Sunday, December 31	Monday, December 31
9. Three (3) floating holidays		

{The library will also be also closed on Monday, January 2, 2017, Sunday April 16, 2017, Saturday, December 23, 2017, Saturday, December 30, 2017, and Sunday, April 1, 2018.}

B. Administration:

- Each holiday shall consist of eight (8) hours of pay for regular full-time employees. Holiday pay is pro-rated for regular part-time employees.
- A single holiday (defined as a holiday not immediately preceded or followed by another holiday) falling on a Saturday will be observed on the preceding Friday.
- A single holiday falling on a Sunday will be observed on the following Monday.
- A single holiday falling on a weekday will be observed on that weekday.
- When two adjoining holidays both fall on the weekend, employees shall be scheduled for one paid day off during the week preceding or the week following the double holiday weekend. As indicated in the chart below, the library will also be closed on the Monday following the double holiday weekend.
- When two adjoining holidays cause just one of the holidays to fall on the weekend, employees will be scheduled for one paid day off during the week preceding or the week following the weekend.

When Christmas Eve or New Year's Eve fall on:	When Christmas Day or New Year's Day fall on:	The library will be closed on:
Monday	Tuesday	same
Tuesday	Wednesday	same
Wednesday	Thursday	same
Thursday	Friday	same
Friday	Saturday	Friday, Saturday, Sunday
Saturday	Sunday	Saturday, Sunday, Monday
Sunday	Monday	Saturday, Sunday, Monday

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7. The holiday year begins January 1 and ends December 31 of each calendar year.
8. Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to an additional day of vacation.
9. Employees on an unpaid leave of absence will not be entitled to holiday pay. Supervisors and Managers should use caution when granting unpaid leave prior to, or immediately after, a holiday, as it will affect holiday payments.
10. The holiday schedule will be reviewed and updated as necessary.
11. An employee must work the scheduled work day before and after such holiday unless excused, with pay, to be eligible for holiday pay. Excused absences mean paid time off. Examples of excused paid time off are vacation, compensatory time, sick leave, Worker's Compensation (first four (4) months only), funeral leave, court leave (jury or witness), and military leave (first two (2) weeks only), or where an employee would be on paid leave and a documented emergency situation would prevent their timely return to work. This could include severe weather, automobile problems, or a canceled airline flight, etc., or any other emergency that can be substantiated. Employees may be required to provide relevant documentation related to any such absence, including but not limited to: doctor's certifications, military orders, automobile repair invoices, canceled airline tickets, etc. Pre-approved voluntary leave also constitutes an excused absence for purposes of this section.
12. Employees are eligible to be paid for a floating holiday after they have been employed six (6) months excluding time off.
13. Departments shall internally establish holiday work schedules.
14. Non-exempt employees other than Police and Fire Department employees covered under separate labor agreements, who are required to work on a holiday will be paid at the rate of two (2) times their regular rate of pay for all hours worked in addition to receiving pay for the holiday.
15. Pyramiding overtime and/or holiday pay is prohibited. Pyramiding pay is the practice of counting hours paid at a premium rate towards the eligibility of overtime compensation.

Adopted by the Library Board

~~December 18, 2014~~

November 10, 2016