

## Holidays

The Library observes the following paid holidays for all employees (part-time and full-time), equal to the number of hours they are regularly scheduled to work that day, and the Library is closed:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Easter Sunday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

On the following days, the library closes at 5:00 p.m.

- New Year's Eve
- July 3
- Thanksgiving Eve

If an employee works on a holiday, they should record the actual time worked on their timesheet and record the remaining hours under "Holiday".

**Related Forms:**  
Time Sheet