

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees eligible for holiday benefits will also receive a paid holiday on their birthday or another day in their birthday month.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay within the month; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate each 5 year milestone in their library employment. This anniversary holiday will be given to any long-term employee, regardless of full or part-time status.

At the end of each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board for the following year.

8/94; revised 2/20; reviewed 2/22