

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 216

Subject: Holiday Pay

1. Salaried and full-time hourly employees, beginning with date of hire, are eligible for holiday pay. Part-time employees are not eligible for holiday pay. However; hourly employees may make up lost time due to holiday closings or unscheduled emergency closings. These hours are to be made up in the same pay period in which the holiday or emergency closing falls. As the employee will most likely be the third or additional person working that shift, it is expected that they will have duties as assigned by administrative staff, where applicable.
2. Eligible employees shall be granted holiday pay for those holidays established by Library Hours and Special Closings (Policy No. 407).
3. Holidays occurring during an employee's vacation or sick leave shall not be charged against such vacation or sick leave time.
4. Holiday pay shall not be in excess of a normally scheduled forty (40) hour week or result in excess of a forty (40) hour work week.

ADOPTED: May 8, 2001

REVIEWED: September 10, 2002, November 9, 2006, March 12, 2015

AMENDED: December 14, 2006, March 12, 2015

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