



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter: Benefits**  
**Section Number: 5.3**  
**Section Name: Holidays**  
**Last Revised: 12/02/2009**

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- A. Employees assigned to work twenty (20) or more hours per week will receive the following paid holidays when the Library is closed:

New Year's Day	First day of January
Memorial Day	Last Monday of May
Independence Day	Fourth day of July
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday of November
Christmas Eve Day	Twenty-fourth day of December
Christmas Day	Twenty-fifth day of December

- B. In addition, each employee who is assigned twenty (20) or more hours per week may have her/his birthday as a paid holiday. Birthday holidays must be scheduled either on the actual birthday or within one (1) month following the day. Birthday holidays must be scheduled with the prior approval of the employee's supervisor.

- C. Employees will receive holiday pay according to the following schedule:

<b>Hours Assigned</b>	<b>Paid Holiday Time</b>
<b>20-29 hours</b>	<b>4 hours</b>
<b>30-37 hours</b>	<b>6 hours</b>
<b>38 hours</b>	<b>8 hours</b>

- D. An employee may use vacation, floating holidays or take as unpaid certain religious holidays not included in the regular holiday schedule.
- E. An employee on a family/medical leave will be required to exhaust all time accrued for floating holidays, including the birthday holiday, prior to being placed on unpaid status.
- F. All holiday time not used by the end of the calendar year shall be forfeited.