HOLIDAY POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To identify paid holidays designated by the City.

Policy:

Regular full-time non-union employees shall receive the following paid holidays, if scheduled to work the day of the holiday:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24th
- December 25th

In addition to the above holidays, each full-time employee shall receive two (2) floating holidays per calendar year. Floating holidays do not accumulate and must be used by the date of notification of termination or retirement. Non-union employees who work between 20-32 hours per week shall receive the above named holidays, for the number of hours scheduled on that particular holiday, and floating holidays on a pro-rated basis.

Procedures:

1. If the holiday falls on a Sunday, the following Monday shall be considered a holiday. Generally, if a holiday falls on a Saturday, the proceeding Friday will be the holiday.

2. Employees required to work on a holiday shall be entitled to equal time off at the mutual convenience of the employee and the department head.

3. New employees shall not receive the floating holidays during the calendar year in which they commence employment, unless the six (6)-month probationary period has been completed, or

unless the employment agreement stipulates a different arrangement.

Adopted by the McMillan Memorial Library Board of Trustees, December 20, 2023.

<u>Document History:</u>

Revised April 17, 2024.