

Holiday pay is compensation paid to non-salaried full-time and regular part-time employees for time during which work would normally be performed, the work having been suspended by reason of an observed holiday.

The Beaver Island District Library observes the following holidays:

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

Regular part-time and full-time employees (non-salaried) shall be paid for observed holidays which fall on days for which they would regularly have been scheduled to work, and will be compensated at their regular rate of pay for the number of hours they would typically have been scheduled to work on that day.

Regular part-time and full-time employees (non-salaried) *not* regularly scheduled to work the day on which an observed holiday falls, shall be compensated at their regular rate of pay for the average number of hours they would typically have been scheduled to work on a comparable day.

Should a paid holiday fall on a day when the Library is otherwise closed (i.e. Sunday), regular part-time and full-time employees (non-salaried) shall be compensated at their regular rate of pay for the average number of hours they would typically be scheduled to work in a day.

Should an observed holiday fall on a day when a full-time, salaried employee is not otherwise regularly scheduled to work (including days when the Library is otherwise closed), that employee may take one regularly scheduled day of holiday leave within the calendar month of said holiday.

The Director will coordinate holiday leave requests so that service to the public is not interrupted. Holiday pay will not be granted in a pay period if creating a situation of overtime hours.

Holidays occurring during an employee's vacation period, bereavement leave, sick leave, or other approved leave periods are compensable as holidays. Holidays occurring during layoff, leave of absence, or suspension are not compensable.