**4.5 HOLIDAYS revised 2/8/2023**

The purpose of the holiday policy is to ensure that eligible employees paid hours remain consistent with their regularly scheduled hours, but do not exceed their regularly scheduled hours when the library is closed due to a recognized holiday.

CRCPL recognizes the following holidays:

* New Year’s Day
* Martin Luther King, Jr. Day
* Presidents’ Day
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Veterans Day
* Thanksgiving
* Christmas Eve
* Christmas Day

Prorated defined: paid holiday hours approved based on each employees regular weekly schedule.

Holidays with pay for regular part-time employees working at least 30 hours weekly shall be prorated. If an eligible employee is scheduled to work on a holiday, they will not work that day and will receive regular pay for the week. If the holiday occurs on a regular day off, they will receive time off to be taken that week on a prorated basis to the nearest whole hour, according to the percent of full-time which is normally worked. For example, a 30-hour per week employee could be eligible to receive up to six hours off during a week when a holiday fell during their normal day off.

Holidays on days off will be taken during the same week in which the holiday falls, according to scheduling determined by their scheduler. A holiday which falls within a vacation period will not be counted as a vacation day.

When a part-time employee is regularly scheduled to work the day of the week that a recognized holiday falls, they will receive holiday pay on a prorated basis up to six hours not to exceed their normal weekly-scheduled hours.

**4.5 HOLIDAYS current**

CRCPL recognizes the following holidays with pay for regular full-time & regular part-time employees are:

* New Year’s Day
* Martin Luther King, Jr. Day
* Presidents’ Day
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Veterans Day
* Thanksgiving
* Christmas Eve
* Christmas Day

Holidays with pay for regular part-time employees working at least 30 hours weekly shall be on a pro-rata basis. If an eligible employee is scheduled to work on a holiday, they will not work that day and will receive regular pay for the week. If the holiday occurs on a regular day off, they will receive time off to be taken that week on a pro-rata basis to the nearest whole hour, according to the percent of full-time which is normally worked. For example, a 30 hour a week employee would receive 6 hours off during a week when a holiday fell during their normal day off.

Holidays on days off will be taken during the same week in which the holiday fell, according to scheduling by the scheduler for that building. A holiday which falls within a vacation period will not be counted as a vacation day.

When a part-time employee is regularly scheduled to work the day of the week that a recognized holiday falls, they will receive holiday pay on a pro-rata basis up to six hours.