

REVISED - MLS 2016 Holiday and Closing Schedule

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Friday	Jan 1	Dec 28-Jan 3	Yes	
Martin Luther King, Jr. Day	Monday	Jan 18	Jan 18-24	Yes	
Easter	Sunday	Mar 27	Mar 21-Mar 27		
Memorial Day	Sunday	May 29	May 23-29		
	Monday	May 30	May 30-Jun 5	Yes	
Independence Day	Monday	Jul 4	Jul 4-10	Yes	
Labor Day	Sunday	Sep 4	Aug 29-Sep 4		
	Monday	Sep 5	Sept 5-11	Yes	
Staff Development Day	Tuesday	Sep 27	Sep 26-Oct 2		Staff attend Focus
Thanksgiving Holidays	Wednesday	Nov 23	Nov 21-27		Close at 6:00 pm
	Thursday	Nov 24	Nov 21-27	Yes	
	Friday	Nov 25	Nov 21-27	Yes	
Christmas Holidays	Saturday	Dec 24	Dec 19-25	Yes	
	Sunday	Dec 25	Dec 19-25		

Current MLS Holiday Guidelines grant full-time and designated full-time equivalent staff eight (8) paid holidays per calendar year plus three (3) 'floating holidays' (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policy.

For workweeks with one (1) holiday, libraries and offices are open their regular schedule with the exception of that holiday; however, during the workweek, full-time hourly employees work thirty-two (32) hours and exempt employees work four (4) days.

For workweeks with two (2) holidays, libraries and offices are open their regular schedule with the exception of those two (2) holidays; however, during the workweek, full-time hourly employees work twenty-four (24) hours and exempt employees work three (3) days.

Employees eligible for partial holiday pay are prorated accordingly.

The previously approved (November 19, 2015) Holiday and closing schedule has been revised, due to the date change of Focus (Staff Development Day). The requested date has been changed from Monday, October 10 to Tuesday, September 27.