

## REPORT AND RECOMMENDATION FROM ADMINISTRATION

### MLS 2017 Holiday and Closing Schedule

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Sunday	Jan 1	Dec 26-Jan 1		
	Monday	Jan 2	Jan 2-8	Yes	
Martin Luther King, Jr. Day	Monday	Jan 16	Jan 16-22	Yes	
Easter	Sunday	Apr 16	Apr 10-16		
Memorial Day	Sunday	May 28	May 22-28		
	Monday	May 29	May 29-Jun 4	Yes	
Independence Day	Tuesday	Jul 4	Jul 3-9	Yes	
Labor Day	Sunday	Sep 3	Aug 28-Sep 3		
	Monday	Sep 4	Sept 4-10	Yes	
Staff Development Day	Monday	Oct 9	Oct 9-15		Staff attend Focus
Thanksgiving Holidays	Wednesday	Nov 22	Nov 20-26		Close at 6:00 pm
	Thursday	Nov 23	Nov 20-26	Yes	
	Friday	Nov 24	Nov 20-26	Yes	
Christmas Holidays	Sunday	Dec 24	Dec 18-24		
	Monday	Dec 25	Dec 25-31	Yes	

*Normal library hours will be in effect on Sunday, December 31, 2017.*

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 32 hours during the week 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 holidays; however, during the workweek, full-time hourly employees work 24 hours and exempt employees work three (3) days.

Employees eligible for partial holiday pay are prorated accordingly.