

## REPORT AND RECOMMENDATION FROM ADMINISTRATION

### MLS 2021 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 – Jan 24	Yes	
Easter	Sunday	Apr 4	Mar 29 – Apr 4		
Memorial Day	Sunday	May 30	May 24 – May 30		
	Monday	May 31	May 31 – Jun 6	Yes	
Independence Day	Sunday	Jul 4	Jun 28 – Jul 4		
	Monday	Jul 5	Jul 5– Jul 11	Yes	
Labor Day	Sunday	Sep 5	Aug 30 – Sep 5		
	Monday	Sep 6	Sep 6 – Sep 12	Yes	
Thanksgiving Holidays	Wednesday	Nov 24	Nov 22 – Nov 28		Close at 6:00 p.m.*
	Thursday	Nov 25	Nov 22 – Nov 28	Yes	
	Friday	Nov 26	Nov 22 – Nov 28	Yes	
Christmas Holidays	Friday	Dec 24	Dec 20 – Dec 26	Yes	
	Saturday	Dec 25	Dec 20 – Dec 26		

\*Managers/Supervisors may use a work schedule adjustment (Policy SH 120) for hourly employees or employees can use leave for hours missed due to a modification in operating hours.

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 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 twenty-four (24) hours and exempt employees work three (3) days.

Employees eligible for partial holiday pay are prorated accordingly.

#### **RECOMMENDATION:**

That the Commission approves revised the MLS 2021 Holiday and Closing Schedule as presented.