

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2022 Holiday and Closing Schedule

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Saturday	Jan 1	Dec 27 – Jan 2		
Martin Luther King, Jr. Day	Monday	Jan 17	Jan 17-Jan 23	Yes	
Easter	Sunday	Apr 17	Apr 11-Apr 17		
Memorial Day	Sunday	May 29	May 23-May 29		
	Monday	May 30	May 30-Jun 5	Yes	
Independence Day	Monday	Jul 4	Jul 4-Jul 10	Yes	
Labor Day	Sunday	Sep 4	Aug 29-Sep 4		
	Monday	Sep 5	Sep 5-Sep 11	Yes	
Staff Development Day	Monday	Oct 10	Oct 10-Oct 16		
Thanksgiving Holidays	Wednesday	Nov 23	Nov 21-Nov 27		Close at 6:00 pm*
	Thursday	Nov 24	Nov 21-Nov 27	Yes	
	Friday	Nov 25	Nov 21-Nov 27	Yes	
Christmas Holidays	Saturday	Dec 24	Dec 19-Dec 25		
	Sunday	Dec 25	Dec 19-Dec 25		
	Monday	Dec 26	Dec 26-Jan 1	Yes	

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Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	
New Year's Day	Sunday	Jan 1	Dec 26 – Jan 1		
New Year's Day (observed)	Monday	Jan 2	Jan 2-Jan 8	Yes	

*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 seven (7) paid holidays per calendar year plus four (4) 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 except for 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 except for 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.