

MLS 2024 HOLIDAY AND CLOSING SCHEDULE

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Monday	Jan 1	Jan 1-Jan 7	Yes	
Birthday of Martin Luther King, Jr.	Monday	Jan 15	Jan 15-Jan 21	Yes	
Easter	Sunday	March 31	Mar 25-Mar 31		
Memorial Day	Sunday	May 26	May 20-May 26		
	Monday	May 27	May 27-Jun 2	Yes	
Juneteenth National Independence Day	Wednesday	June 19	June 17-June 23	Yes	
Independence Day	Thursday	Jul 4	Jul 1-Jul 7	Yes	
Labor Day	Sunday	Sep 1	Aug 26-Sep 1		
	Monday	Sep 2	Sep 2-Sep 8	Yes	
Staff Development Day	Monday	Oct 14	Oct 14-Oct 20		
Thanksgiving Holidays	Wednesday	Nov 27	Nov 25-Dec 1		Close at 6:00 pm*
	Thursday	Nov 28	Nov 25-Dec 1	Yes	
	Friday	Nov 29	Nov 25-Dec 1	Yes	
Christmas Holidays	Tuesday	Dec 24	Dec 23-Dec 29	Yes	
	Wednesday	Dec 25	Dec 23-Dec 29	Yes	
New Year's Eve	Tuesday	Dec 31	Dec 30-Jan 5		Close at 6:00 pm*

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New Year's Day	Wednesday	Jan 1	Dec 30-Jan 5	Yes	

*Managers/Supervisors may use a work schedule adjustment (as defined in 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 ten (10) paid holidays per calendar year plus two (2) floating holidays (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policy (Policy SH 220).

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.