

## MLS 2025 HOLIDAY AND CLOSING SCHEDULE

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Wednesday	Jan 1	Dec 30-Jan 5	Yes	
Birthday of Martin Luther King, Jr.	Monday	Jan 20	Jan 20-Jan 26	Yes	
Easter	Sunday	April 20	Apr 14-Apr 20		
Memorial Day	Sunday	May 25	May 19-May 25		
	Monday	May 26	May 26-Jun 1	Yes	
Juneteenth National Independence Day	Thursday	June 19	June 16-June 22	Yes	
Independence Day	Friday	Jul 4	Jun 30-Jul 6	Yes	
Labor Day	Sunday	Aug 31	Aug 25-Aug 31		
	Monday	Sep 1	Sep 1-Sep 7	Yes	
Staff Development Day	Monday	Oct 13	Oct 13-Oct 19		
Thanksgiving Holidays	Wednesday	Nov 26	Nov 24-Nov 30		Close at 6:00 pm*
	Thursday	Nov 27	Nov 24-Nov 30	Yes	
	Friday	Nov 28	Nov 24-Nov 30	Yes	
Christmas Holidays	Wednesday	Dec 24	Dec 22-Dec 28	Yes	
	Thursday	Dec 25	Dec 22-Dec 28	Yes	
New Year's Eve	Wednesday	Dec 31	Dec 29-Jan 4		Close at 6:00 pm*

## MLS 2026 HOLIDAY AND CLOSING SCHEDULE

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	
New Year's Day	Thursday	Jan 1	Dec 29-Jan 4	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.