

Rolling Meadows Library Employee Handbook

303 Holidays

RML will be closed for the following paid holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve Day (December 24)
- Christmas (December 25)
- New Year's Eve Day (December 31)

Unpaid Sunday Holidays

The Library will be closed, but no holiday pay awarded for Easter Sunday, the Sunday preceding Memorial Day, and the Sunday preceding Labor Day.

Early Closing Due to the Thanksgiving Holiday

The Library will close at 6:00 p.m. on the Wednesday evening before Thanksgiving. This early closing is scheduled for employees' convenience and no pay is awarded for hours not worked.

Eligibility for Paid Holidays

Benefitted Part-time (BPT) employees working 20 or more Normal Weekly Hours are eligible for paid holiday time off immediately upon beginning their employment with the Library.

Calculating Paid Holiday Hours

The number of hours an employee receives for each holiday is calculated as follows:

$$\frac{\text{Employee's Normal Weekly Hours}}{5 \text{ days per week}} = \text{hours paid each holiday}$$

Paid holiday hours are always paid at the employee's regular rate of pay. Paid holiday hours will not be counted as hours worked for the purpose of determining overtime. No holiday pay will be awarded to an employee taking an unpaid leave of absence and no longer compensated by the Library.

When A Paid Holiday Falls On A Saturday, Sunday, Or Weekday That Is Normally The Employee's Day Off

When a paid holiday falls on a Saturday, Sunday, or weekday that is normally the employee's day off, the employee will choose a day in the week preceding or following the holiday as a substitute paid holiday. The substitution must be requested from the employee's Department Director in writing at least two weeks in advance and is subject to staffing and operational needs. Paid holidays must be used in whole day increments, no partial use will be allowed.

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303 Holidays (Continued)

When An Employee Is Required To Work On A Holiday

Non-Exempt employees that are required to work on one of the Holidays listed above or on an approved requested Floating Holiday will be paid at 2.25 times their regular rate of pay and will choose a day in the week preceding or following the holiday as a substitute paid holiday to be paid at their regular rate of pay. The substitute paid holiday must be requested from the employee's Department Director at least two weeks in advance and is subject to staffing and operational needs. Paid holidays must be used in whole day increments, no partial use will be allowed.

Paid Floating Holidays/ Personal Time

All staff **Benefitted Part-time (BPT) employees working 20 or more Normal Weekly Hours** will receive four paid floating holidays annually. Paid floating holidays are available immediately upon employment, and will be calculated as follows:

$$\frac{\text{Employee's Normal Weekly Hours}}{5 \text{ days per week} \times 4} = \text{paid floating holiday hours}$$

~~Paid floating holidays must be used in the benefits year in which they are earned. Use of paid floating holidays must be requested in writing from the employee's Department Director at least two weeks in advance and are subject to staffing and operational needs.~~

~~Leaving the Library with "Earned But Unused" Paid Holidays / Personal Time~~

~~Employees leaving the Library with "earned but unused" paid holidays or paid floating holidays will not be paid for those hours.~~

Use of Paid Floating Holidays/Personal Time

Employees may use their paid floating holidays/personal time for any reason. However, there may be times when a request for time off under this policy is not granted due the operational needs of the library, to maintain required staffing levels, and/or to ensure that safety objectives are met.

Providing Notice

If the use of paid time is foreseeable, employees should request time off in writing from their department director at least 2 weeks in advance. Failure to provide such notice may be grounds for delay or denial of the time off. Where the need for the time is not foreseeable, the employee is expected to notify their department director as soon as is practicable.

Carryover

Employees must use all paid floating holidays/personal time by the end of the calendar year. No carryover of unused hours will be granted and any unused time will be forfeited.

Payment of Floating Holidays/Personal Time

Payment of floating Holidays/personal time will be paid at the employee's base pay rate. This paid time is not included in overtime calculation. Employees will not be paid any accrued but unused hours upon termination of employment.