

Holidays

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Upon hire, all full-time employees of Henderson Libraries are eligible for twelve (12) paid holidays, as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Any day that may be appointed by the President of the United States as a day of public fast, thanksgiving, or as a legal holiday except for any Presidential appointment of the fourth Monday in October as Veterans' Day
- Labor Day
- Nevada Day
- Veterans' Day
- Thanksgiving Day
- Family Day (day after Thanksgiving Day)
- Christmas Day

When a holiday falls on a *nonexempt* employee's regularly scheduled day off, the employee shall be given another day off during the same workweek. If the employee is *exempt*, they shall be given another day off during the same pay period.

In order to receive holiday pay, an employee must be in paid status on their last scheduled shift preceding the holiday and their first scheduled shift succeeding the holiday.

All employees who call in sick on the day immediately preceding or following a paid holiday may be required to have a written doctor's excuse in order to be paid for the holiday.

Due to Henderson Libraries' six-day-a-week operational schedule, the following exceptions have been made:

- Henderson Libraries will close at 5:00 p.m. on October 31 and the Wednesday preceding Thanksgiving. Employees will be scheduled to work their full complement of hours scheduled for that workweek on the other days of that week.
- Henderson Libraries will close at 1:00 p.m. on Christmas Eve and New Year's Eve. Full-time employees will receive three (3) hours' regular pay in observance of the early closures. Employees who take Paid Time Off (PTO) on those days should request leave with the reduced workday in consideration.
- When a holiday occurs on a Saturday, Henderson Libraries will be closed on that day, but it will not be a paid holiday. Employees will be scheduled to work their full complement of hours scheduled for that workweek on the other days of that week. The legal paid holiday will be observed on the preceding Friday if the holiday is on a Saturday or the following Monday if the holiday is on a Sunday.

For employees who belong to religious groups which have special observances on days other than the legal holidays indicated above, the Executive Director or designee may, upon request, allow the employee's schedule to be arranged to permit the individual to be absent for the day of observance.