



PALOS HEIGHTS
PUBLIC LIBRARY

HOLIDAY OBSERVANCE POLICY

HOLIDAYS FOR FULL-TIME EMPLOYEES

The library will be closed the following days in observance of the holidays, Dec. 24, 25, 31, Jan. 1, July 4, Thanksgiving Day, Memorial Day, Juneteenth, and Labor Day. If any of these days fall on a Sunday, Monday will be observed as the holiday. These will be paid holidays for full-time employees. An employee wishing to be excused in order to observe a religious holiday will be granted permission to take this as vacation or personal leave.

HOLIDAYS FOR PART-TIME EMPLOYEES

Regular part-time employees will be paid for the equivalent number of hours that they normally would be scheduled to work that day.

A part-time employee wishing to be excused in order to observe a religious holiday will be granted permission to take this time off without pay if the library schedule can accommodate this. Under normal circumstances, time off without pay may be made up at a time convenient to the employee and the employer; the library director has discretionary authority to make such adjustments.

Adopted: September 28, 2017

Revised: October 21, 2021

Revised: November 17, 2022