Closings

Holiday Policy

The following days are designated as holidays for employees:

- New Year's Day (plus one day)
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day (plus one day)

When a holiday falls on a Sunday, the following Monday will be observed as the holiday. If a holiday falls on an employee's regularly scheduled day off, they will be granted an alternative day off.

Snow Days & Weather

The Library Director is responsible for determining whether the library should remain open during inclement weather. If the director decides that the library will be open, all employees are expected to report to work. However, if circumstances prevent timely arrival, employees are expected to make reasonable efforts to notify their supervisor.

Failure to report to work may result in a loss of salary for the full day or the use of vacation time, at the discretion of the employee.

Epidemic & Emergency Leave

In the event of an epidemic, pandemic, or other emergency that affects the health and safety of employees or the public, the library will follow guidelines set by local, state, and federal authorities. During such emergencies:

- Employees may be required to work remotely or adjust their work schedule as necessary to support public health efforts.
- Paid leave may be granted for employees unable to work due to illness, quarantine, or caregiving responsibilities.
- Emergency leave may be provided in situations where an employee's regular duties cannot be performed due to circumstances beyond their control (e.g., library closure, public health orders).

The Library Director will communicate any changes to the work schedule or policies as needed to ensure the health and safety of all staff and patrons.