



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Time Off Benefits

02.06.01 Holidays

Currently, PCCLD grants holiday time off to all employees on the holidays listed below:

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| New Year's Day | Juneteenth | Veteran's Day |
| Martin Luther King, Jr. Day | Independence Day | Thanksgiving Day |
| Memorial Day | Labor Day | Christmas Eve |
| Christmas Day | | |

PCCLD grants paid holiday time off to all regular full-time employees and regular part-time employees who are regularly scheduled to work 20 or more hours each week. Regular part-time employees working less than 20 hours each week are not eligible for paid holiday time. Holiday pay is calculated based on employees' straight-time pay rate (as of the date of the holiday) and their regular work schedule. Refer to the table below.

Regular 20 hour week schedule	4 hours holiday pay
Regular 24 hour week schedule	5 hours holiday pay
Regular 30 hour week schedule	6 hours holiday pay
Regular 40 hour week schedule	8 hours holiday pay

A schedule of actual dates of observed holidays when PCCLD is closed is posted each calendar year and made available to employees. If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee is provided holiday pay and not charged for a vacation or sick day.

If an eligible employee is not scheduled to work on a paid holiday, they must choose an alternative day off during the same work week (Sunday – Saturday). If a nonexempt employee is required to work on a recognized paid holiday, they receive twice their normal hourly wage for hours worked in place of holiday pay. Exempt employees required to work on an observed holiday may be given an alternate day off with pay at the discretion of the Executive Director. The Library Board of Trustees may grant additional holiday time off.

Pay for closures and delays is handled separately, see 02.09.10 for details regarding pay for closures and delays. More than one pay rate will not be applied to a single work event.