

Oshkosh Public Library
Proposed Personnel Policy Revision
March 29, 2018

REASON FOR REVISION

Revision of this policy was prompted by confusion over eligibility for paid holiday leave, and over scheduling holiday leave when Christmas holidays fall on Saturday and Sunday. Administration also saw potential to eliminate unnecessary language and to increase clarity overall in the policy language.

REVISED POLICY

208 HOLIDAYS

1. Eligibility – Paid holiday leave for recognized holidays shall be granted to regular full-time employees with full pay (i.e. eight hours of paid leave time per recognized holiday).

Library personnel policy distinguishes between **regular** part-time employees and part-time employees. As stated in section 110 (7), regular part-time employees are those who accumulate 975 or more hours of work per year or, if hired after July 1, 2011, accumulate 1,200 or more hours of work per year. Paid holiday leave hours for recognized holidays shall be granted to regular part-time employees on a prorated basis.

As defined in section 110 (7), part-time employees are those that work fewer than the number of hours required to be considered regular part-time employees. Part-time employees are not eligible for paid holiday leave.

2. Proration Method – Holiday pay for regular part-time employees (including that for recognized holidays, summer leave, and floating holidays) shall be prorated by the following calculation method: eight (8) hours multiplied by the ratio of the number of hours normally worked per week by a person in the position, as established in the table of organization, to the number of hours worked in a week by a full-time employee (40).
2. Recognized Holidays – The following are recognized as holidays:
 - a. New Year's Day
 - b. Memorial Day
 - c. Independence Day
 - d. Labor Day
 - e. Thanksgiving Day
 - f. the Day before Christmas
 - g. Christmas Day

3. Paid leave in lieu of holiday – When any of the recognized holidays falls on a regularly scheduled day off, or if the employee is scheduled to work on the holiday, the employee will be granted paid leave time in lieu of the holiday, subject to staffing requirements.
4. Day of the Week and Scheduling of Holidays –
 - a. When any of the above holidays fall on a Sunday, the following Monday shall be deemed a holiday, and the library will be closed both days.
 - b. When any of the above holidays fall on a Saturday the previous Friday shall be deemed a holiday, and the library will be closed both days.
 - c. Christmas holidays (December 24 and 25):
 - i. If these holidays occur on Friday and Saturday, they shall be deemed holidays, and the library will be closed both days;
 - ii. If these holidays occur on Sunday and Monday, they shall be deemed holidays, and the library will be closed both days
 - iii. If these holidays occur on Saturday and Sunday, the three days from Friday, December 23 through Sunday, December 25 shall be deemed holidays, and the library will be closed for those three days. In such a case, the library will re-open on Monday, December 26 and employees shall be granted a day off in lieu of the December 25 holiday, as specified in Section 208 (4) above.
5. Summer Leave – Each week, from Memorial Day to Labor Day, regular full-time employees shall be granted three hours of paid Summer Leave time. Regular part-time employees shall be granted the number of hours of paid Summer Leave time calculated using the proration method in Section 208 (2) above, except using three (3) hours instead of eight (8) hours in the calculation. Summer leave hours must be used in the week for which they are granted and may not be accumulated. Part-time employees, as defined in in section 110 (7) of this handbook, are not eligible for Summer Leave time.
6. Floating Holidays – Floating holidays are paid leave days that may be taken when the employee chooses, subject to scheduling needs and with advance approval by the employee’s supervisor.

Floating holiday leave hours shall be credited for employee use at the beginning of the calendar year, which shall be the same as the calendar year for vacation leave [see Section 221(1) Vacation].

Regular full-time employees shall be granted four floating holidays (32 hours) per year. Regular part-time employees shall be granted a number of floating holiday hours calculated using the proration method in Section 208 (2) above, except using thirty-two (32) hours instead of eight (8) hours in the calculation.

No cash payment or roll over from year to year shall be made to employees for floating holidays not taken.

[Section 208 revised 29 March 2018]

MARK-UP OF CURRENT POLICY

208 HOLIDAYS

7. Eligibility – Paid holiday leave ~~Holidays~~ for recognized holidays shall be granted to regular full-time employees with full pay (i.e. eight hours of paid leave time per recognized holiday).

Library personnel policy distinguishes between regular part-time employees and part-time employees. As stated in section 110 (7), regular part-time employees are those who accumulate 975 or more hours of work per year or, if hired after July 1, 2011, accumulate 1,200 or more hours of work per year. Paid holiday leave ~~Leave~~ hours for recognized holidays shall be ~~are~~ granted to regular part-time employees on a prorated basis. ~~as applied to their work schedules and are prorated.~~

As defined in section 110 (7), part-time employees are those that work fewer than the number of hours required to be considered regular part-time employees. Part-time employees (~~i.e., Pages~~) are not eligible for paid holiday leave ~~hours, as they are not scheduled to work on days recognized as holidays.~~

3. Proration Method – Holiday pay for regular part-time employees (including that for recognized holidays, summer leave, and floating holidays) shall be prorated by the following calculation method: eight (8) hours multiplied by the ratio of the number of hours normally worked per week by a person in the position, as established in the table of organization, to the number of hours worked in a week by a full-time employee (40).
4. Recognized Holidays – The following are recognized as holidays:
 - a. New Year's Day
 - b. Memorial Day
 - c. Independence Day
 - d. Labor Day
 - e. Thanksgiving Day
 - f. the Day before Christmas
 - g. Christmas Day
5. Paid leave in lieu of holiday – When any of the recognized holidays falls on a regularly scheduled day off, or if the employee is scheduled to work on the holiday, the employee will be granted paid leave time in lieu of the holiday, subject to staffing requirements.
6. Day of the Week and Scheduling of Holidays –
 - a. When any of the above holidays fall on a Sunday, the following Monday shall be deemed a holiday, ~~and the library will be closed both days.~~
 - b. When any of the above holidays fall on a Saturday the previous Friday shall be deemed a holiday, ~~and the library will be closed both days.~~
 - c. Christmas holidays (December 24 and 25):

- i. If these holidays occur on Friday and Saturday, they shall be deemed holidays, and the library will be closed both days;
- ii. If these holidays occur on Sunday and Monday, they shall be deemed holidays, and the library will be closed both days
- iii. If these holidays occur on Saturday and Sunday, the three days from Friday, December 23 through Sunday, December 25 shall be deemed holidays, and the library will be closed for those three days. In such a case, the library will re-open on Monday, December 26 and employees shall be granted another day off in lieu of the December 25 holiday, as specified in Section 208 (4) above.

3. ~~Day of the Week and Scheduling of Holidays—When any of the above holidays fall on a Sunday, the following Monday shall be deemed a holiday. When any of the above holidays fall on a Saturday the previous Friday shall be deemed a holiday. If holidays occur on Friday and Saturday or Sunday and Monday then, Thursday and Friday or Monday and Tuesday are deemed the respective holidays.~~

~~When any of the recognized holidays falls on a regularly scheduled day off, or if the employee is scheduled to work on the holiday, the employee will be granted a day off in lieu of the holiday, subject to staffing requirements.~~

~~As a condition for payment of holiday pay, every employee shall report for work on the scheduled work day before and after the recognized holiday unless such employee is on an approved form of leave.~~

4. Summer Leave – Each week, from Memorial Day to Labor Day, regular full-time employees shall be granted three hours of paid Summer Leave time. Regular part-time employees shall be granted the number of hours of paid Summer Leave time calculated using the proration method in Section 208 (2) above, except using three (3) hours instead of eight (8) hours in the calculation. ~~The number of weekly Summer Leave hours granted to regular part-time employees shall be proportional to three hours as their regular number of hours worked per week is to the 40 hours of a regular full-time employee.~~ Summer leave hours must be used in the week for which they are granted and may not be accumulated. Part-time employees, as defined in in section 110 (7) of this handbook, ~~such as Pages,~~ are not eligible for Summer Leave time.
5. Floating Holidays – Floating holidays are paid leave days that may be taken when the employee chooses, subject to scheduling needs and with advance approval by the employee’s supervisor.

Floating holiday leave hours shall be credited for employee use at the beginning of the calendar year, which shall be the same as the calendar year for vacation leave [see Section 221(1) Vacation].

Regular full-time employees shall be granted four floating holidays (32 hours) per year. Regular part-time employees shall be granted a number of floating holiday hours calculated using the proration method in Section 208 (2) above, except using thirty-two (32) hours instead of eight (8) hours in the calculation ~~prorated on the proportion of their~~

~~total number of hours worked during the previous calendar year divided by the number of hours worked by a full-time employee in one year (2080).~~

No cash payment or roll over from year to year shall be made to employees for floating holidays not taken.

~~{Section 208 (5) revised 30 June 2016}~~

[Section 208 revised 29 March 2018]