

**Oshkosh Public Library**  
**Proposed Personnel Policy Revision**  
**Library Employee Handbook Section 200 – Proration Method / Section 208 -- Holidays**  
**June 30, 2022**

**REASON FOR REVISION**

The proposed change is to remove the proration method from Section 208 - Holidays to the beginning of Section 200 – Fringe Benefits, making it clear that a single method applies to adjustment of all benefits that are established with reference to full-time employees (e.g. vacation, floating holidays, holidays) for eligible employees working part-time. A minor edit of a position title is the only change to the text of the section.

**REVISED POLICY**

**200 FRINGE BENEFITS**

All persons employed in qualified regular positions shall be eligible to participate in the Library's Fringe Benefit Programs. Additional information on the benefits listed in sections 201 through 224 is available from the Business Manager.

1. Proration Method – For the purpose of proration of paid time off (including vacation, floating holidays, and recognized holidays) and for sick leave, the method used shall be as follows. Part-time regular employees 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).

[Section 200(1) revised 30 June 2022]

**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. 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. 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 five floating holidays (40 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 forty (40) hours instead of eight (8) hours in the calculation.

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

[Section 208 revised 30 June 2022]

## **MARK-UP OF CURRENT POLICY**

### **200 FRINGE BENEFITS**

All persons employed in qualified regular positions shall be eligible to participate in the Library's Fringe Benefit Programs. Additional information on the benefits listed in sections 201 through 224 is available from the ~~Assistant Director~~ Business Manager.

1. Proration Method – For the purpose of proration of paid time off (including vacation, floating holidays, and recognized holidays) and for sick leave, the method used shall be as follows. Part-time regular employees 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).

[Section 200(1) revised 30 June 2022]

### **208 HOLIDAYS**

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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, 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).~~

~~[Section 208 (3) revised 25 March 2021]~~

6. 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

7. 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.
8. 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.
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9. 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 five floating holidays (40 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 forty (40) hours instead of eight (8) hours in the calculation.

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

[Section 208 revised 30 June 2022]