

## **Closing and Leave Policy**

Normal hours of operation will be set by the Board of Trustees.

## **Holiday Closings Schedule**

The Board of Trustees will approve the holiday schedule each year.

In the case of lack of specific guidance, the library will follow the state holidays and the provisions included in this policy.

### **Holiday Weekend Closings:**

The James L. Hamner Public Library will close on the Saturdays that precede a Monday closing and the Saturdays that are after a Friday closing. If the library has a holiday closure on a Monday, the library will be closed the preceding Saturday. If there is a holiday closure on a Friday, the library will be closed the following Saturday.

### **Holiday Leave Policy**

All full-time staff members are entitled to the same number of paid holidays as the other full-time personnel employed by the County of Amelia. However, the Library Board of Trustees sets the Library's schedule and the Library is sometimes open on county, state and federal holidays. When this happens, or when a holiday falls on a day that an employee is routinely not scheduled to work, each full-time staff member will be provided a replacement day off sometime within two months after the holiday.

### **Special Closings**

Any other special closings will be determined as necessary by a majority vote of the Board of Trustees.

### **Weather and Emergency Closings**

It shall be within the authority of the Library Director to close the Library in the event of hazardous weather or emergency situations. The Library Director should be guided by the closing of other County offices. Deviations from the regular operating schedule of the Library for reasons other than approved holidays, hazardous weather, or emergency situations must be approved in advance by the Board of Trustees and/or the Executive Board of Trustees.