

Randall Library Holiday Staff Time-Off Policy

Per the Town of Stow's Personnel Administration Bylaw:

"The following days shall be recognized as legal holidays, within the meaning of this bylaw, on which employees shall be excused from all duty not required to maintain essential town services":

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Patriot's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Christmas

Every permanent employee shall be entitled to these holidays as follows: (1) Without loss of pay for employees paid on a weekly or annual basis. (2) With pay at the regular hourly rate for the number of hours normally scheduled on the designated day for employees paid on an hourly basis".

Randall Library is scheduled to be closed every Monday. For those holidays on the above list that fall on a Monday, Library staff will follow the schedule of time off below:

- The Saturday before the Monday holiday the Randall Library will close in observance of the holiday. All permanent employees scheduled to work Saturday will be paid at the regular hourly rate for the number of hours normally scheduled.

If a Monday holiday falls during the summer when the Library is already closed on Saturdays, time off will be given according to the following schedule. (Only Juneteenth - June 19th and Independence Day - July 4th)

- One day will be given to staff to be used within 10 working days of the Monday holiday with holiday pay
- The Tuesday after the Monday holiday will be given off to an employee requesting it, at the discretion of the Library Director, and if adequate coverage is available.

For those holidays that fall during the week, other than Monday, the Library will be closed in accordance with all other Town of Stow municipal building holiday closures.