

## **Closing and Leave Policy**

### **Normal hours of operation shall be as follows:**

Monday – 10:00 am to 6:00 pm  
Tuesday – 10:00 am to 8:00 pm  
Wednesday – 10:00 am to 8:00 pm  
Thursday – 10:00 am to 8:00 pm  
Friday – 10:00 am to 6:00 pm  
Saturday – 10:00 am to 2:00 pm

### **Holiday Closings Schedule**

#### **January**

New Year's Day	Closed
Lee Jackson	Open
MLK	Open

#### **February**

Presidents' Day	Open
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#### **May**

Memorial Day	Closed
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#### **July**

Independence Day	Closed
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#### **September**

Labor Day	Closed
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#### **October**

Columbus Day	Open
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#### **November**

Veterans' Day	Open
Wednesday bf Thanksgiving	Close at 2:00 p.m.
Thanksgiving Day	Closed
Friday after Thanksgiving	Closed

#### **December**

Christmas Eve	Closed
Christmas Day	Closed
New Year's Eve	Close at 2:00 p.m.

The Board of Trustees will examine the holiday schedule on a yearly basis and make changes as needed.

**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, then the Library Director will schedule each full-time staff member a replacement day off sometime within two months after the holiday.

**Special Closings**

Any other holiday 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.