Library Holiday Closure Policy

JPAB Policy # 108
Approved: October 2019
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Five-year Review Schedule: October 2024

Closure Schedule for the Santa Cruz Public Library System

**January:**
- New Year’s Day Holiday
- Martin Luther King Jr. Holiday

**February:**
- Presidents Day

**April:**
- Spring Staff Training Day – TBD

**May:**
- Memorial Day Holiday

**June:**
- Juneteenth Holiday

**July:**
- Independence Day Holiday

**September:**
- Labor Day Holiday

**October:**
- Autumn Staff Training Day – Columbus Day

**November:**
- Veterans’ Day
  - Thanksgiving Day
  - Day after Thanksgiving

**December:**
- Christmas Eve – Close at 2 pm (if branch is scheduled to be open)
  - *Close on Christmas Eve completely if branches are regularly scheduled for an opening at 12 pm.
- Christmas Holiday
- New Year’s Eve Holiday – Close at 2 pm (if branch is scheduled to be open)
*Close on New Years Eve completely if branches are regularly scheduled for an opening at 12 pm.

In addition, the Library would participate in the City of Santa Cruz’s holiday closure pay back program. This program enables staff to take time off during the holiday closure period, this 2 week period is set by the City of Santa Cruz and includes the Christmas and New Year’s holidays, and pay back the time off taken in small increments over several pay periods following the holidays.

The following language from the SEIU MOU explains the process/procedure:

**SECTION 28.00 - HOLIDAY CLOSURE**
If the City decides to close around the Christmas and New Years’ holidays, the following will apply: Employee participation in the closure program is voluntary. During the closure, employees may use accrued vacation, compensatory time off, floating holidays, or excess holiday time.

Employees may also request leave without pay. To encourage the use of leave without pay, seniority, benefit and leave accruals will not be impacted if leave without pay is taken during the Holiday closure period. (Note: Unpaid leave is not credited towards PERS retirement.)

The City will allow leave without pay hours to be deducted over the same number of pay periods as the number of workdays the City was closed. Employees are not allowed to use unpaid closure time on holidays during the City’s holiday closure.

If there are employees who do not wish to take either paid or unpaid leave time during the closure period the City will provide the opportunity to perform generally comparable work during the closure by finding appropriate assignments and/or work space.

Note per MOU: When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday shall be observed.