**HOLIDAY CLOSINGS**

Libraries will close on the legal holidays set by law in Section 3-3-7 of the MS Code and

any holidays declared by the governor. The Houston and Okolona libraries follow local guidance.

January 1 (New Year's Day)

Third Monday of January (Birthdays - Robert E. Lee and Dr. Martin Luther King, Jr.)

Third Monday of February (Washington's birthday)

Good Friday (instead of the last Monday of April (Confederate Memorial Day)

Last Monday of May (National Memorial Day and Jefferson Davis' birthday)

July 4 (Independence Day)

First Monday of September (Labor Day)

November 11 (Armistice or Veterans' Day)

Thanksgiving Day

December 25 (Christmas Day)

In the event any holiday falls on Sunday, the following day shall be a legal holiday.

In addition to the above, the following regulations will apply to accommodate the different schedules and staffing patterns of the branches in the library system. Branches must notify Headquarters (director, assistant director, administrative assistant) by email of all closings.

REMEMBER to alert your patrons in advance:

* 1. send a notice to the paper;
  2. post at circulation, on the doors, and social media
  3. Send to HQ to put on the website

If a holiday falls on a Saturday, libraries shall be closed Friday OR Monday.

If a holiday falls on a day a library is normally closed, the library may close either the workday immediately preceding or following the holiday.

If all employees are on leave on days adjacent to a holiday, the library may close (with director approval).

Vacation may be taken to include any state holiday. Holidays falling during a vacation period are not counted against personal leave. Any employee taking vacation added to a holiday must work out a schedule with the supervisor. The supervisor should rotate vacation with holiday leave within the department, so that no employee monopolizes this benefit.

Replaces previous policies:

2nd Revised Edition 1984, 9408-A, 9806-A, 0203-A, 02-12-A; 03-06-B.

ADOPTED: DRLS Board, 4/8/08

REVISED & ADOPTED: DRLS Board, 9/12/13

REVIEWED & RETAINED: DRLS Board, 08-16-2016

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