

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 307

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HOLIDAYS

Revised 04/15/23

Holidays Observed

Regular employees at ALA are granted the 13 paid holidays listed below. The headquarters' office is closed in observance of the first 12 of these holidays.

1. New Year's Day, January 1\*
2. Martin Luther King, Jr.'s Birthday, the third Monday in January
3. President's Day, the third Monday in February
4. Memorial Day, the last Monday in May
5. Juneteenth, June 19
6. Independence Day, July 4
7. Labor Day, the first Monday in September
8. Indigenous Peoples' Day, the second Monday in October
9. Thanksgiving Day, the fourth Thursday in November
10. Day after Thanksgiving
11. Christmas Eve, December 24
12. Christmas Day, December 25
13. Floating Holiday -- with 30 days continuous employment (applies to a calendar year and should be taken by December 31 -- to be designated by employee with prior approval of supervisor)

\*If this holiday falls on Saturday, the headquarters' office is closed on Friday. If it falls on Sunday, the headquarters' office is closed the following Monday.

Eligibility for Holiday

Regular full-time employees are granted all eleven holidays above with pay.

Regular part-time employees are granted a holiday with pay if it falls on a day which the employee is regularly scheduled to work. Part-Time employees who receive holiday pay are paid on a prorated basis calculated according to the number of hours normally worked on that day.

Temporary employees are not granted holiday pay.

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Full-time and part-time project employees working on a project of less than 3 months duration are not granted holiday pay. Employees of a project of 3 months or longer duration receive the same holiday pay as regular employees.

Regular employees on an unpaid leave of absence are not entitled to holiday pay.

You must work the day before and after to receive holiday pay unless you have a scheduled vacation day.