

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 701

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HEADQUARTERS BUILDING HOURS

Reviewed 4/1/98

During regular work days employees may enter and exit between the hours of 6:30 a.m. and 11:30 p.m. No employees are allowed on the premises between 11:30 p.m. and 6:30 a.m. On holidays and weekends building hours are between 7:30 a.m. and 5:00 p.m.