

### Planned Closures

Planned closures, for reasons such as staff training and building maintenance, will be approved by the Board of Trustees.

### Unplanned Closures

Closures for inclement weather conditions and other unexpected circumstances will be approved by the director. In the absence of the director, an unplanned closure may be approved by either the Board president, a member of the administrative team, or the most senior full-time staff member present. Seniority is defined by length of employment.

Library staff may opt to use vacation or sick leave to be paid for the time not worked due to an unplanned closure or the inability to report to work in inclement weather conditions. Individual employees may report to work during an unplanned closure to avoid the use of leave if permission is granted by the director. Arrangements to make up time missed may be considered, but the ability to make up time in lieu of leave is not guaranteed.

### Holiday Closures

The library is closed on the following holidays:

- New Years' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- New Years' Eve