



WASHINGTON PARISH LIBRARY

Small Branch Scheduling Policy

The Washington Parish Library recognizes that part-time staff rely on their salaries just as much as full-time staff. We also recognize that the part-time staff who run our small branches are limited in their ability to make up time for holiday closures each year. As such, this policy addresses the issue of small branch part-time employees making up hours for Library holiday closures. It aims to ensure fair use of the make-up hours system, prevent its abuse, and encourage participation in library activities throughout the system.

Holiday Hours

There are approximately 14 holidays that affect the hours of our small branches each year. Part-time employees at these branches are allowed to make up hours for up to seven (7) holidays per year by adjusting their work hours at their own branch. This change in work schedule will not affect the regular working hours of the branch.

- Staff may make up the hours for up to seven holidays per year by adjusting their work schedule at their own branches with prior approval.
- Staff must provide a list of the dates and times for their adjusted schedule to their supervisor for approval at least one week in advance.
- This method may only be used to make up time lost due to holiday closures and should not be used for personal absences.

Safety Requirements

- On these days, staff may start work no earlier than 8am to ensure the availability of other staff in the system. In addition, staff have the option to take a 30 minute lunch break instead of a full hour on those days.
- There must be at least two employees in the branch at all times. Employees must coordinate and agree to work the same schedule on those days. If not, the request will be denied.

Alternative Make-Up Options:

For holidays beyond the seven days allowed in the previous section, small branch part-time staff may choose one of the following options:

- **Staff May Work at a Larger Branch**

Employees can make up their hours by working at a larger branch during the hours it is open to the public. The larger branches are open Monday-Saturday, providing more flexibility. Employees may also make up time by assisting a branch with any after-hours programming, such as Teen Night.

In order to take advantage of this option, the employee making up the time must email the correct contacts their request to the appropriate contacts (as detailed in the procedure) with the specific date and times to work at the large branch. The request must be approved ahead of time by the Branch Manager and Administration. If the procedure is not followed correctly, the request will be denied.

- **Staff May Use PTO**

Employees can opt to use their Paid Time Off (PTO) to cover the holiday hours.

Employees are required to adhere to this policy strictly. Any misuse of the make-up hours system may result in disciplinary action. Frequent time off and failure to participate in library activities may also be subject to review and possible consequences.

Documentation

Supervisors will keep a record of all approved make-up hours to ensure compliance with this policy.