



## Taber Public Library Policy Manual

### General Policy: Library Closures

#### PURPOSE:

To define the days on which the Taber Public Library will be closed.

#### DEFINITIONS:

Inclement weather: Hazardous weather that may cause hazardous conditions for employees and patrons to access to or from the library.

Environmental Risk: Gas leak, water main break, infrastructure failure.

Staff Development: Conferences and Professional Development.

#### POLICY:

1. Statutory Holidays: The Taber Public Library will be closed on all statutory holidays, as per the Alberta Employment Standard Regulations, and as otherwise stated below. When a holiday falls on a Saturday or Sunday, the holiday will be observed the following Monday.

New Years Day	Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Heritage Day	Labour Day
Thanksgiving Day	Remembrance Day	Christmas Day	Boxing Day

2. Closure Events: If Taber Public Library is closed by the Manager or designate because of inclement weather or environmental risk, no work time must be made up by an employee. The Board must be notified of all closures.

If an employee is unable to get to work because of weather conditions, the employee must use banked time or vacation time. When the library has decided to open, but inclement weather make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. The Manager will follow the Emergency Preparedness Plan.

3. Staff Unavailability: If all library staff are unavailable due to Policy P8, Annual Vacation or P6, Employee Absence, and all options to staff the library have been exhausted, the Manager or designate will close the library. Unavailability must be taken as holiday or sick time. If a single employee is available to work, they will work normal hours with a varied work plan approved by the Manager. The board must be notified of all closure events.

4. Staff Development: Upon approval by the Board, the Library may close on days designated for Staff Development.

The Library manager must seek Board authorization for any additional closures.

All closures must be advertised at the Taber Public Library and on the website and social media.

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