

(Non-)Working Hours

Working Hours

Working hours are a standard 40 hours per week. Staff is allowed to organize these hours throughout the week as they see fit, as long as this allows them to attend any necessary (online) meetings.

Personal Time Off (PTO)

Staff has 20 days working days PTO, to be used anytime during the year. Please inform everyone when you intend to take some time off.

In the event that an employee expects an extended absence for longer than two weeks (e.g., long-term care of a loved one), and a full-time workload is not possible, the employee will bring this into discussion with the Directors. A solution regarding pay and full- or part-time workload will be reached and agreed upon by the Directors and the employee.

Sick Days

Sick days do not count as PTO and will be paid. However, if you feel you will be absent from work for longer than 2 weeks we'll have to talk about how to deal with that. Longer illness-related absences will be discussed with the Directors and a solution regarding pay and full- or part-time workload will be reached and agreed upon by the Directors and the employee.

Holidays

No national holidays, such as President's Day or Columbus Day are observed. For the months February–November, staff collectively designates a Friday as holiday in that month to celebrate.

In April, we celebrate the founding of punctum books on April Fools Day.

In December, we celebrate the name day of St Barbara on the 14th.

Previous Holidays

2023

- February 17: International Cabbage Day
- March 24: National Cocktail Day
- April 9: National Unicorn Day

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