

Paid Time Off Policy (Personal and Vacation) Policy

It is the policy of the Library to grant paid time off with pay to full and part-time employees in accordance with the Probationary Period Policy and the guidelines set forth below.

The established benefit year is the calendar year January 1 through December 31. Paid time off shall be pro-rated during the employee's first and last year of employment based upon the date of hire. Paid time off must be taken within the calendar year. At the discretion of the Director, unused paid time off at the end of the calendar year may be carried over until the end of the current fiscal year in which the paid time off time was granted.

Effective February 20, 2020 a 250 hour cap on accrued PTO (Personal and Vacation) time will be established. Each calendar year, on December 31, all employees will be capped at a maximum of 250 hours of PTO (Personal and Vacation) time that may be carried over into the successive calendar year. Employees may exceed the 250 hours with newly granted PTO time on January 1 but cannot exceed the 250 hour as of December 31.

Any hours an employee has in excess of 250 as of December 31 of each calendar year shall be placed in the Sick Leave/Catastrophic Property Damage Pool.

Any employee who on December 31, 2019 has more than 250 hours of PTO (Personal and Vacation) time accumulated, will be afforded an individual/personal PTO cap which will be set for the remainder of her/his service at the Library at the number of hours that employee has accumulated as of December 31, 2019. All hours that exceed an employee's' individual/personal PTO cap as of December 31 of each calendar year will also be placed in the Pool.

- Full-time employees who work 70 hours per pay period shall be allowed 168 hours of paid time off per year during years 1-4 of their employment, plus an additional 7 hours for every five years of service thereafter.

- Full-time employees who work 60 hours per pay period shall be allowed 144hours of paid time off per year during years 1-4 of their employment, plus an additional 6 hours for every five years of service thereafter.

- Full-time employees under a prior Employment Status policy and who work at least 50 hours per pay period shall be allowed 120 hours of paid time off per year during years 1-4 of their employment, plus an additional 5 hours for every five years of service thereafter.

Part-time employees who work 10 hours or more per pay period will annually receive seven vacation and personal hours plus an additional amount of vacation and personal hours that is equal to 75% of their regularly scheduled hours in a payroll period during year one through four of their employment, plus an additional five hours for the fifth year of employment and for every five years thereafter.

Part-time employees who work fewer than 10 hours in a pay period will receive, on an annual basis, five hours plus an additional amount of vacation and personal hours that is equal to 50% of their regularly scheduled hours in a payroll period during year one through four of their employment, plus an additional five hours for the fifth year of employment and for every five years thereafter.

Part-time employees who work 20 or more hours per pay period will receive, on an annual basis, 5 hours plus an additional amount of vacation and personal hours that is equal to three times their regularly scheduled weekly hours during year one through four of their employment, plus an additional five hours for the fifth year of employment and for every five years thereafter.

Unused, accrued PTO, prorated for the employee's first and last years of employment, will be paid upon a voluntary termination/separation from employment, provided that the employee gives advanced written notice to the Director, as follows:

Full-time staff: four weeks of advance notice

Part-time staff: two weeks of advance notice

Employees who have been involuntarily terminated will not receive a payout for accrued and unused PTO.

- Sub Employees are not granted paid time off.

Scheduling of paid time off is the prerogative of the director. However, the wishes of the employee will be considered to the extent that the operating requirements of the Library permit. In case of a conflict, employees with seniority will be given preference. Paid time off granted to employees between Memorial Day and Labor Day may be limited. Time will only be awarded if, in the opinion of the director, sufficient staff coverage is available.

Adopted by the Board of Trustees: May 2000

Amended: May 14, 2004

Amended: June 2010

Amended: January 17, 2012

Amended: May 15, 2012

Amended: December 2013

Amended: April 2014

Amended: February 2015

Amended: June 2015

Amended: December 2018

Amended: February 2020