

## VACATION FOR FULL-TIME EMPLOYEES

Vacation time is to be taken at a time that does not seriously disrupt the functioning of the Library. At no time during a fiscal year may an employee take more than 280 vacation hours (eight weeks) without prior approval from the director, which should be reported to the board at the next board meeting following approval.

Vacation time is prorated according to the time in employment beginning from the start of employment to the end of the fiscal year. All vacation time will be accrued biweekly to each full-time employee at the first pay period of the new fiscal year according to the attached Schedule 'V'. No employee can exceed their accruals or borrow time from the following fiscal years time.

All vacation accruals are counted from the first full pay period of employment, but will not be granted until a three-month period has ended.

No vacation time is earned when a full-time employee is paid for less than a full pay period, as may occur when he or she is first hired, when he or she leaves, or when he or she takes a leave without pay.

Full-time employees will receive a lump sum payment representing unused vacation time at the time of termination of employment, but in no case for more than 210 hours (thirty days) of accumulated vacation time.

The department heads and director shall arrange all vacations so they conform to the best interest of the Library. However, whenever feasible the requests of employees should be honored. Although other factors may be considered, seniority should be taken into account when giving time off at popular times.

Based on a thirty five (35) hour work week the following schedule will be observed:

### **Professional**

(Possession of a Master's Degree required by Civil Service)  
175 vacation hours (25 working days)

### **Pre-professional**

(Bachelor's Degree required by Civil Service)  
140 vacation hours (20 working days)  
After one (1) year of continuous service this vacation time will increase by seven (7) hours each year, up to five (5) years of continuous service.

### **Non-professional**

(Less than a Bachelor's Degree required by Civil Service)  
105 vacation hours (15 working days)  
After one (1) year of continuous service this vacation time will increase by seven (7) hours each year, up to ten (10) years of continuous service.

**Professional Personnel****Vacation Hours Accrued Per Pay Period \***

175 hours (25 days)	6.73
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**Pre-Professional Personnel**

140 hours (20 days)	5.38
147 hours (21 days)	5.65
154 hours (22 days)	5.92
161 hours (23 days)	6.19
168 hours (24 days)	6.46
175 hours (25 days)	6.73

**Non-Professional Personnel**

105 hours (15 days)	4.04
112 hours (16 days)	4.31
119 hours (17 days)	4.58
126 hours (18 days)	4.85
133 hours (19 days)	5.12
140 hours (20 days)	5.38
147 hours (21 days)	5.65
154 hours (22 days)	5.92
161 hours (23 days)	6.19
168 hours (24 days)	6.46
175 hours (25 days)	6.73

\* based on 26 pay periods, not adjusted for rounding

Latest revision: December 20, 2010

Originally adopted: August 23, 2009

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NOW, THEREFORE, BE IT RESOLVED, effective May 20, 2019, the following provision is added to the policy entitled "Vacation for Full-Time Employees" as set forth in the Personnel Manual:

Upon separation from service, a Department Head will receive a lump sum payment for his/her unused vacation time at the rate of 1/1820 of his/her annual base salary at the time of separation for each accrued hour up to a maximum of 630 hours (90 days). In addition, a Department Head may sell back up to 70 unused vacation hours each fiscal year at the current rate of pay in effect at the time of sell back consistent with the above formula.

For purposes of this policy, "Department Head" includes the Assistant Director, Business Manager, Reference & Adult Services Department Head, Digital Services Department Head, Children's & Parents Services Department Head, Literacy Services Department Head, Teen Services Department Head, Technical Services Department Head, Circulation Services Department Head and Information Technology Department Head.