



Vacation Policy:

Employees who work a weekly average of at least 37 hours per week will be considered full-time employees. Paid vacation time for full-time employees will be earned at the following rates:

After one year - 2 weeks
After seven years – 3 weeks
After fourteen years - 4 weeks

After twenty years, one additional day per year, with a maximum of 25 accumulated days.

Permanent part-time employees will accumulate vacation as follows:

After one year – 1 week
After seven years – 1.5 weeks
After twenty years – 2 weeks

After twenty years, one additional day per year, with a maximum of 15 days.

Earned vacation must be taken on a calendar year basis. Vacation time must be scheduled with the Director taking into account each employee's preference, then arranging as equitably as possible. If a conflict should arise, work record and length of employment with the Library shall be the deciding factor. The Director's vacation must be scheduled with the Board.

As vacation is a purposeful, restoring occasion, each employee who qualifies should take all earned vacation. Vacation time may not be accumulated. Cash payment in lieu of vacation is in direct contradiction with the purpose of vacation leave. Unused vacation time will be forfeited. Payment may not be taken in lieu of time off. Upon separation, the employee is entitled to a prorated cash amount of earned vacation leave.

Sick Leave & Vacation Policy:

As vacations must be scheduled in advance to ensure smooth running of the library, employees cannot "extend" vacations or holidays through use of sick leave. Sick leave *will not be paid* if it is requested directly before or after an employee's scheduled vacation or directly before or after a library holiday, unless a valid doctor's excuse is presented upon return to work.