1. ***PAID LEAVE*** 
   1. **Purpose**

To promote work life balance and a sense of employee well-being by providing paid time off to attend to personal activities.

* 1. **Provisions** 
     1. *Vacation*
        1. Vacation is leave earned that can be used for vacations, personal business activities and other personal activities. Taking vacation must be approved in advance by the supervisor or designee.
        2. The Library provides annual paid vacation for all regular full-time and part-time employees.
        3. All covered employees will earn vacation from the date of employment in a covered position.
        4. An eligible employee accrues vacation from the date of hire as outlined below.

**Length of Continuous Hours Worked**

**Service**

40Hr. WK 30Hr. WK 20Hr. WK

Hire date - 5 years 120 hours 90 hours 60 hours

6 - 15 years 160 hours 120 hours 80 hours

16 years+ 200 hours 150 hours 100 hours

Management Team 200 hours

* 1. Vacation will be earned at the end of each pay period as outlined below:

**Length of Continuous Hours Worked**

**Service**

40Hr. WK 30Hr. WK 20Hr. WK

Hire date - 5 years 4.62 hours 3.46 hours 2.31 hours

6 -15 years 6.15 hours 4.62 hours 3.08 hours

16 years + 7.69 hours 5.77 hours 3.85 hours

Management Team 7.69 hours

1. Vacation hours will not accrue in excess of the maximum hours mentioned in d.
2. All vacation must be requested and approved by the supervisor before the leave is taken.
3. When an employee is separated from the Library, the employee will be paid for any unused vacation.
4. *Sick Leave*
   1. Sick leave is leave that can be taken for bona fide illness and injury and other medical related necessities such as medical appointments.
   2. The Library provides annual paid sick leave for all regular full-time and part-time employees.
   3. Sick leave is available for the employee's personal health care as well as for the care of members of the immediate family.
   4. All covered employees will earn sick leave from the date of employment in a covered position.
   5. On the day of original appointment in a covered position, employees are eligible to earn sick leave as follows:

40 Hr. Wk - 3.69 hours/pay period

30 Hr. Wk - 2.77hours/pay period

20 Hr. Wk - 1.85 hours/pay period

* 1. Unused sick leave will be allowed to accumulate until it totals not more than 240 days as determined below:

40 Hr. Wk - 1920 hours

30 Hr. Wk - 1440 hours

20 Hr. Wk - 960 hours

Sick leave in excess of the maximum accumulation will be forfeited.

* 1. The employee will report any sick leave absence prior to the employee’s scheduled work time if possible and if not, the employee will ensure that the employee’s absence is reported within thirty minutes after the scheduled time for the employee to begin work. The report will be made to the employee's supervisor or designee.

1. Planned sick leave requires the prior approval of the supervisor.
2. A medical statement signed by a licensed physician may be required to substantiate sick leave for:

1) An absence of three (3) or more consecutive workdays.

2) Support of a request for sick leave to replace previously approved vacation.

3) At the discretion of the supervisor when an absence recurs frequently or habitually.

j. The cash conversion of sick leave may apply in special circumstances to eligible employees as per the provisions specified under Pg.108 – Section-Miscellaneous –I –Separation - B –Provisions -3-c-Retirement -2-Special Category.

* + - 1. *Funeral Leave*
  1. Funeral leave of up to three (3) working days will be granted with pay for an employee absent from work as a result of death in the immediate family.
  2. The funeral leave is available to all regular full-time and part-time employees.
  3. *Jury/Witness Duty Leave*

1. An employee performing jury or witness duty during their regular work schedule will be granted leave with pay.
2. Jury/Witness leave is available to all regular full-time and part-time employees.
3. The employee is required to provide appropriate jury or witness duty summons to the supervisor.
4. The employee is not required to reimburse the Library for any payment received as a part of performing the jury or witness duty.