501 VACATIONS

The purpose of vacation leave is to give employees relief from the pressures of daily work. Employees may not waive vacation time in order to receive double pay. Employees who resign, retire or otherwise leave the Library will be paid for the unused vacation leave, up to the maximum allotment of accrued vacation leave permitted them.

501.1 VACATION ACCRUAL

Eligible employees who are regularly scheduled to work 20 hours per week or more receive paid vacation leave in accordance with the schedule provided below. Employees working less that 20 hours per week on a regularly scheduled basis, along with pages, temporary or seasonal employees, **do not** earn vacation leave. Employees do not earn vacation during any unpaid leave of absence. Vacation will continue to accrue, however, while an employee is on a paid leave of absence—including vacation and sick leave—and during time lost because of an on-the-job injury.

Library Director

2.0 days a month (24 days per year)

Full-time Employees

1.5 days per month during the first through third years of service (18 days per year)

2.0 days per month during all successive years of service ( 24 days per year)

Part-time Employees

30+ hours per week

3.0 hours per month during the first through fifth years of service (36 hours per year)

5.0 hours per month during the sixth through tenth years of service (60 hours per year)

7.0 hours per month during all successive years of service (84 hours per year)

20+ hours per week

2.0 hours per month during the first through fifth years of service (24 hours per year)

4.0 hours per month during the sixth through tenth years of service (48 hours per year)

6.0 hours per month during all successive years of service (72 hours per year)

501.2 VACATION MAXIMUM

Employees may accrue no more than one annual allotment of vacation leave. Any vacation leave in excess of the maximum that may be accumulated will be forfeited at the end of the month in which it is earned. Failure of the Library to notify employees of this situation, however, does not prevent their loss of excess vacation leave.

501.3 APPROVAL OF VACATION

The scheduling of vacations is subject to the approval of the appropriate Department Head or Library Director. (Submission of Leave Request required.) All vacations will be taken at such time or times during the year as deemed by the Library to be in its best interests. New employees may take vacation as it is earned after the first full month of employment. If a paid holiday occurs during an employee's scheduled vacation, that day will be considered a holiday and will not reduce the employee's vacation leave.