**Northbrook Library Vacation Policy**

Full-time and regular part-time employees will accrue paid vacation each pay period. Vacation time must be approved by the employee’s manager and be at a time that is convenient to the department. Department heads will see that vacation time is scheduled in relation to both Library needs and the desires of individual employees. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department head shall decide the issue on the basis of seniority and/or skill needs.

If an employee has vacation time available, it must be used before time off without pay can be requested.

Vacation time will continue to accrue during an approved/paid leave of absence.

Full-time Librarians, Business Manager, Network Manager, Assistant Director and Executive Director accrue 140 hours (20 days) vacation per year at the rate of 5.83 hours per pay period. The maximum carry over to the following year is 140 hours.

All other full-time employees accrue 70 hours (10 days) vacation per year earned at the rate of 2.92 hours per pay period. After the first year of employment, an additional seven hours of vacation is accrued each year as outlined in the schedule below. The maximum accrual is 140 hours. The accrual schedule is as follows:

Anniversary  
1st year 70 hours or 2.92 hours per pay period

2nd year 77 hours or 3.21 hours per pay period

3rd year 84 hours or 3.50 hours per pay period

4th year 91 hours or 3.79 hours per pay period

5th year 98 hours or 4.08 hours per pay period

6th year 105 hours or 4.38 hours per pay period

7th year 112 hours or 4.67 hours per pay period

8th year 119 hours or 4.96 hours per pay period

9th year 126 hours or 5.25 hours per pay period

10th year 133 hours or 5.54 hours per pay period

11th year 140 hours or 5.83 hours per pay period

The maximum carry over to the following year is the amount earned that year.

Regular part-time employees earn 48 hours vacation per year earned at the rate of 2.0 hours per pay period. The maximum carry over to the following year is 48 hours.

Vacation is paid at the employee’s rate of pay in effect at the time the employee uses the vacation time.