**4.08 VACATION ALLOWANCES**

1. Full-time employees only will receive the following vacation leave benefits:

 Librarians and Dept. Heads: 3 weeks vacation, years 1 to 3

 4 weeks vacation, years 4 on

 All Other Full Time Employees: 2 weeks vacation, years 1 to 4

 3 weeks vacation, years 5 to 9

 4 weeks vacation, years 10 on

2. Part-time employees (excluding those hired on a temporary basis) who have completed three consecutive years at the Library will have earned one week’s annual paid vacation; those who have been employed by the Library for at least eight years may earn up to two weeks’ annual paid vacation, according to the following schedule:

 year 4: 1 week, plus 1 day

 year 5: 1 week, plus 2 days

 year 6: 1 week, plus 3 days

 year 7: 1 week, plus 4 days

 year 8: 2 weeks

Compensation will be based on the average number of hours worked per week during the year preceding the vacation.

3. General Provisions:

a. A week of vacation shall be defined as five work days.

b. Vacation records of days earned and days used will be kept on a calendar year basis from January 1 to December 31.

c. Vacation time shall accrue each month on a prorated basis according to the benefits received.

d. Any new employee must have completed 90 days continuous employment (the training period) before any paid vacation will be allowed. Benefits will begin to accrue from date of hire.

e. No more than the amount of one year’s paid vacation time earned may be carried over into the following calendar year.

f. All vacation periods must be approved by the Department Head and the Library Director in advance so as not to disturb the efficient operation of the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

*Revised 4.19.95; 6.19.96; 2.16.05; 3.16.05; 8.20.08*