

7-2 Vacation Leave

Vacation time must be prescheduled & approved by the employee's Department Head or Supervisor. Vacation time will be pro-rated from the first day of employment until he/she qualifies for 3 month or 6 month/1 year benefit. New employees will work with the Business Manager to work out first year vacation benefit.

A. Vacation Pay

Vacation pay is the employee's regular rate of pay, excluding overtime. If the employee's regular rate of pay varies from week to week, the employee's vacation pay will equal the employee's average weekly hours or scheduled hours in the previous calendar quarter not to exceed 40 hours. Pay will not be granted in lieu of vacation time taken. Vacation time must be used by the end of the fiscal year or forfeited.

B. Scheduling Vacations

The Wheaton Public Library (WPL) will attempt to grant all employees vacation at the time they desire to take it. However, the WPL must maintain adequate staffing of all departments at all time. Therefore, vacations must be scheduled in advance and with the prior written approval of the employee's Supervisor or Department Head. When conflicts develop, vacation decisions will be based on which employee initiated the earliest request.

Note: In the event that an employee is sick on his/her vacation time, the vacation time may be changed to Paid Time Off (PTO) if employee gets a doctor's note.

C. Termination and Vacation Pay

When the employment ends for any reason, vacation time earned but not taken by the employee will be included in the employee's final paycheck.

When the employment ends for any reason, vacation time not yet earned, but taken by the employee, (with pre-approval from their Department Head or Supervisor) must be paid back to the Wheaton Public Library.

Vacation Classifications

1. Library Director
Determined by the Library Board of Trustees

2. Professional Library Managers (*Full Time Department Heads with MLS*)

<u>Length of continuous service</u>	<u>Vacation Days</u>
3 months through 1 year	10 Days
1 year and after	20 Days

3. Managers (*Full time Department Heads or Supervisors with no MLS*)
Professional Librarians (*Full time staff members with MLS and work in a professional librarian job capacity*)

<u>Length of continuous service</u>	<u>Vacation Days</u>
3 months through 2 year	10 Days
2 years through 5 years	15 Days
5 years and after	20 Days

4. Full-Time Staff (*all staff members who work 40 hours a week*)

<u>Length of continuous service</u>	<u>Vacation Days</u>
6 months through 1 year	5 Days
1 year through 3 years	10 Days
3 years and after	15 Days

5. Regular Part Time Staff (*staff members who work 25 hours through 39 hours a week*)

<u>Length of continuous service</u>	<u>Vacation Days</u>
6 months through 1 year	5 Days
1 year and after	10 Days