

VACATION (PAID)

Full time exempt employees earn up to 180 hours (24 days) each calendar year.

Full time non-exempt employees accrue time based on years of service:

Years of Service	Hours Accrued		Days Accrued
Date of hire through end of 3 rd year	90	=	12
Beginning of 4 th year through end of 5 th year	135	=	18
From the beginning of 6 th year of employment forward	180	=	24

Part time non-exempt employees accrue vacation time on a pro-rated basis based on the number of hours worked in the pay period.

Hours are accrued on a per-pay-period basis beginning the first day of employment. An employee may not use/request more vacation time than they have accrued.

Full time employees may carry over up to 90 hours (12 vacation days) from one calendar year to the next.

Part Time employees may carry over up to 45 hours (6 vacation days) into the next year.

Vacation requests must be submitted to your immediate supervisor via the ADP payroll portal. The Library reserves the right to waive a request based on the staffing needs at the time of the request. There is no minimum block to be used for Vacation time.

Upon separation from the Library, payment will be made for accrued vacation time in the final paycheck, provided the employee is not terminated for cause, and gives at least two weeks' notice of resignation.

SICK LEAVE

Full-time employees will accrue 7.5 hours of sick leave each month. Maintenance workers accrue eight hours per month. Full-time employees may carry over sick leave from year to year and accumulate a maximum of 900 hours (120 days).

Part time employees accrue sick time on a pro-rated basis based on the number of hours worked during the pay period. Part time employees may carry over sick leave from year to year and accumulate up to a maximum of 450 hours (60 days.)

If an employee exhausts sick time, they may use vacation time.

Eligible uses for sick time include the following:

- personal illness,
- doctor's appointments for employee or dependents,
- illness in immediate family,
- illness of relative (in household or not) if attendance for the sick person is necessary.

Sick time may also be used to extend a bereavement leave. You are not required to give any specific reason for using your personal/sick time. However, when you do take sick time you should give your immediate supervisor as much advance notice as possible, especially in the case of planned medical appointments. The Library reserves the right to request documentation from your medical provider in cases of excessive absences or illness lasting more than 5 days.

Accrued sick time is not paid out upon separation from employment under any circumstances.