



PERSONNEL POLICY

Vacation Accrual proposal

Current policy:

VACATION – HOLIDAYS

1. Time Granted –

Vacations with pay are provided to give you rest and a change of pace. The amount of your vacation is based on your employment year (employment date to anniversary date each year). Vacations are planned and scheduled to accommodate you and the efficient operation of the Library of which you are a part. A maximum of 3 days of vacation may be rolled over to the next year. Any remaining vacation that is unused by the employment anniversary will be forfeited. Following is the vacation schedule:

<u>Service</u>	<u>Vacation</u>
After completion of one (1) full year	Two (2) weeks
After completion of three (3) full years	Three (3) weeks
After completion of (10) full years	Four (4) weeks

2. First Year Employees –

As stated in this policy, an employee will receive two weeks of vacation at the conclusion of their first employment year. A first year employee may use, if requested, one of these two vacation weeks within the first employment year provided they have worked for six months and follow all other vacation guidelines.

3. All vacations shall be scheduled at the discretion of the Administration in order to maintain proper library services.

PERSONNEL POLICY

Proposed Policy

VACATION – HOLIDAYS

4. Time Granted –

Vacations with pay are provided to give you rest and a change of pace. Vacations are planned and scheduled to accommodate you and the efficient operation of the Library of which you are a part. The amount of your vacation earned each pay period is prorated based on your beginning date of employment. Vacation will be accumulated at the following rate:

<u>Service</u>	<u>Vacation</u>
Beginning upon employment	Earn 2 weeks per year (max 3 weeks of vacation)
After completion of three (3) full years	Earn Three (3) weeks (max 4 1/2 weeks of vacation)
After completion of (10) full years	Earn Four (4) weeks (max 6 weeks of vacation)

5. Vacation leave earned in excess of the maximum allowable accumulation (see chart above) will be lost unless taken within the pay period in which it is earned. The maximum accumulation will not be enforced until July 1, 2025.
6. All vacations shall be scheduled at the discretion of the Administration in order to maintain proper library services.