

Vacation Leave Policy

Sample Policy #1

Vacation

Vacation time is accrued on a bi-weekly basis throughout the year. Accrual formula is based on employment status and years of service. Vacation accruals begin immediately for all employees, except shelvers who do not receive vacation benefits.

- Full-time MLS Librarians and other professional staff with professional certification or terminal degree in the field in which they are employed. This includes professional staff in Human Resources, Public Relations, Information Systems and the Business office. Professional designation status will be determined by the Director.
Accrue 20 days (160 hours) per year during first 10 years of service.
Accrue 25 days (200 hours) per year after 10 years of continuous service.
- All other full-time staff:
Accrue 10 days (80 hours) per year during first 10 years of service.
Accrue 15 days (120 hours) per year after 10 years of continuous service.
Accrue 20 days (160 hours) per year after 15 years of continuous service.
- Part-time staff:
Vacation for part-time staff is pro-rated based on the position held, the # of hours worked, and years of service accrued biweekly.
- Employees who switch from part-time to full-time will receive ½ year of credit for each full year (12 full months) of part-time service worked.

Time taken from a vacation account may be utilized in units of not less than ½ hour. Periods of less than one-half hour will be counted as ½ hour.

Supervisors must review the vacation requests of individual staff members to ensure that requests do not create inadequate staffing.

Sample Policy #2

Vacation Leave

The Library provides Vacation Leave to its employees and encourages employees to plan for its use in advance. Regular planning and use of Vacation Leave helps maintain good mental health and reinvigorates.

Accumulation

Employees earn Vacation Leave each pay period according to the following schedule:

<i>Length of employment</i>	<i>Semi-full time</i>	<i>Full time</i>
0-5 years	1.84 hrs (4 hrs/mon)	4.62 hrs (10 hrs/mon)
6-10 years	2.77 hrs (6 hrs/mon)	5.54 hrs (12 hrs/mon)
11-15 years	3.69 hrs (8 hrs/mon)	6.46 hrs (14 hrs/mon)
16 years or more	4.62 hrs (10 hrs/mon)	no increase

For new employees, Vacation Leave begins to accrue with the first full pay period worked. Vacation Leave may be used after it is earned.

Employees may accrue a maximum of 240 hours of Vacation Leave.

Requests for use

Requests for Vacation Leave should be submitted in writing to the supervisor at least one week in advance. Requests are approved at the discretion of the supervisor.

Compensation for unused Vacation Leave

Employees will not be paid for unused Vacation Leave except at the time of termination of employment. Employees will not be paid for more than 240 hours of unused Vacation Leave.

(Please see *Holidays* for guidance concerning the use or accrual of Vacation Leave during closed or open Holidays.)

Sample Policy #3

Vacation Leave

Each full-time employee shall be given 5 paid working days (40 hours) vacation at the end of the first year of continuous employment and 10 paid working days (80 hours) vacation at the end of the second year of continuous employment. After 5 years of continuous employment, full-time employees will be eligible for 15 paid working days (120 hours) vacation. Vacation leave may only be used in ½ day or whole day increments.

The Director of the Library shall be given ten paid working days (80 hours) vacation at the end of one year's continuous employment and twenty paid working days (160 hours) vacation at the end of two years continuous employment. The Director of the Library must have a Master's Degree in Library Science and the appropriate State certification in order to qualify for this vacation time.

Regular part-time employees who have been continuously employed for two years and who average at least 20 scheduled hours per week are eligible for five units of vacation time per year. A unit of vacation time will be equal to the average number of hours worked per workday for the preceding year. It will be computed as follows: The total number of hours worked during the preceding year will be divided by the total number of days on which those hours were worked (Example: An eligible part-time employee works a total of 1,440 hours in one year. Those 1,440 hours were worked on 240 days of that year. 1,440 divided by 240 days results in an average of 6 hours per day worked. That employee would have a vacation unit of 6 hours for that year, a total of 30 hours of vacation time. Fractions of an hour will be rounded off as follows: .01 to .24 will be rounded down to the nearest hour, .25 to .74 will be rounded to the nearest half hour, .75 to .99 will be rounded up to the nearest hour. Example: 6.01 to 6.24 = 6 hours, 6.25 to 6.74 = 6 hours 30 minutes, 6.75 to 6.99 = 7 hours). Units of vacation for eligible part time employees may vary from year to year depending on the number of hours worked and the number of days worked.

The vacation anniversary date for all new employees is dependent on when the employee began working at the library. If an employee began work on or before the 10th of the month, the vacation anniversary date would be the 1st of that month. If an employee began work after the 10th of the month, the vacation anniversary date would be the 1st of the following month. See the table below for an example of this policy.

First day of employment	Vacation anniversary date	Vacation eligibility schedule if the employee maintains eligibility status
July 3, 2004	July 1	<p>Full-time vacation schedule 5 days will be earned on July 1, 2005 10 days will be earned on July 1, 2006 15 days will be earned on July 1, 2009</p> <p>Part-time vacation schedule 5 units will be earned on July 1, 2006 and on July 1 of each subsequent year</p>
July 16, 2004	August 1	<p>Full-time vacation schedule 5 days will be earned on August 1, 2005 10 days will be earned on August 1, 2006 15 days will be earned on August 1, 2009</p> <p>Part-time vacation schedule 5 units will be earned on August 1, 2006 and on August 1 of each subsequent year</p>

Vacation days not taken within the year starting with the anniversary date and ending one year later are forfeited. When an official holiday occurs during a vacation, that day is not charged against vacation time. Sickness during vacation may be taken as sick/personal days if verified by a doctor's certificate. Vacation time must be arranged in accordance with the Vacation Requests section of this Handbook.

All employees must properly complete an "Absence Authorization" form on the first day following a vacation leave absence. This form should include the employee's name and dates of the absence and be given to the Director. Employees who do not submit a completed "Absence Authorization" form by payday will have their paychecks held by the Director until the forms have been submitted.

Vacation Requests

When possible, requests for vacation will be granted as requested by staff members. However, staff members must bear in mind that operating the library requires an adequate number of trained staff in the different sections of the library. In order to provide the public with good library service, knowledgeable employees must be in key areas whenever the library is open. This must be kept in mind when scheduling vacations and this can mean that a request for vacation will be denied if it would cause insufficient staffing of the library.

Staff members should request vacation time as far in advance as possible. Vacation time will be granted based on a "first come, first served" basis. In other words, the first staff member to request a specific date for vacation time will be granted that date, as long as the library's staffing needs allow. If a second staff member requests the same date, that request will not be granted. There may be rare exceptions to this, but only where the second staff member would never fill in for the first. Our staff is small and having two or more out at the same time in the same department is very difficult. It produces staffing shortages that cause problems for our patrons and for the staff. The first priority in scheduling staff members is always to best serve the public, our customers.

The procedure for requesting vacation time will be as follows. Staff members will make the request in writing to the Director. All requests should be submitted on the "Requests for vacation and other absences" form. If you are requesting time off for days that occur in more than one month, please use a different form for each month. For example, if you are asking to be off April

29 through May 3, please use two forms, one form for April 29-30, and the other form for May 1-3. The Director must approve all vacation time. When the Director approves the vacation request, it will appear on the vacation calendar posted in the staff lounge. All vacations will be written on the vacation calendar. In this way, all staff members will be aware of when vacation time might reasonably be requested.

Vacation time is important and staff certainly earn and deserve the vacation time coming to them. Requests for vacation time will be honored but must be balanced against adequately staffing the library in order to best serve the public.

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