

Vacation Leave

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The library provides vacation leave to all employees who are regularly scheduled to work at least twenty (20) hours per week and encourages employees to plan for its use in advance. Regular planning and use of vacation leave helps maintain good mental health and reinvigorates a sense of well-being.

The library is not required to provide vacation leave by the state or federal government. Misuse of vacation leave can lead to loss of some or all accrued vacation leave, loss of the ability to continue accruing vacation leave, loss of employment, or other disciplinary measures.

Accrual

Vacation leave begins to accrue with the first full pay period that an employee works.

Full-time employees accrue vacation leave each pay period according to the following schedule:

Length of full-time employment	Accrual Rate
0-59 months	4.62 hours (10 hours/month)
60-119 months	5.54 hours (12 hours/month)
120 or more months	6.46 hours (14 hours/month)

Part-time employees who work twenty (20) hours or more per week on a regular basis accrue four (4) hours of vacation leave per month.

Previously employed persons who are rehired shall accrue leave at the rate of a new employee.

Employees may accrue a maximum of 240 hours of vacation leave for full-time employees and 120 hours for part-time employees. Excess hours are lost and employees are not entitled to receive the cash equivalence of excess hours lost.

In the event a full-time employee becomes a part-time (twenty [20] or more hours) employee or vice versa, without termination of employment between the two types of employment, the available but unused leave benefit accumulation existing at the time of the change will carry over and remain in effect under the new employment subject to stated maximum accrual rate.

Requests for use

Requests for vacation leave should be submitted in writing to the supervisor at least one (1) week in advance. Requests are approved at the discretion of the supervisor, who are to ensure that requests do not create inadequate staffing.

Vacation leave may only be used after it is accrued and may be used in units of not less than ½ hour.

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 (120 hours for part-time employees). Most employees are required to provide a two (2) week written notification of resignation to receive compensation for unused vacation leave; however, employees in positions at the level of manager and above must provide four (4) weeks of notice of intent to separate to be compensated for any unused leave.

After an employee provides notice of intent to separate from service, any unauthorized absence not substantiated by a medical excuse will result in the loss of all accrued leave.

Please see Holiday Policy for guidance concerning the use or accrual of vacation leave during closed or open Holidays.

[Reviewed 2/27/2023]