



## Vacation Leave

*Revised 3/10/2015*

*Revised 6/14/2016*

*Revised 8/22/2017*

Vacation leave will be granted to permanent full-time and regular part-time employees. Eligibility for vacation leave begins with the date of employment and accrues during the first pay period. It will continue to accrue at the end of each succeeding pay period. Vacation leave may not be used during the first six months of employment. Vacation leave may be taken only after it has been earned. Vacation leave must be scheduled following the Vacation Leave Scheduling policy.

Regular full-time employees shall accrue annual leave at the rate of eight hours per month, with a multiplier based on years of service. Regular part-time staff members accrue a prorated amount vacation leave based on the number of hours worked in a week as compared to a full-time work week, again with a multiplier based on years of service.

As the Library pays biweekly rather than monthly, the formula for the distribution of vacation leave per pay period is as follows:

$$\frac{12 \text{ months per year}}{26 \text{ pay periods per year}} * \# \text{ hours worked during the pay period} * \text{years of service multiplier} = \text{Vacation leave earned per pay period.}$$

Annual leave shall increase based on years of service, based on the scale below:

- 0 - 4 years = Multiplier of .1 (96 hours per year for a full-time employee)
- 5 - 9 years = Multiplier of .125 (120 hours per year for a full-time employee)
- 10 -14 years = Multiplier of .15 (144 hours per year for a full-time employee)
- 15 - 19 years = Multiplier of .175 (168 hours per year for a full-time employee)
- 20+ years = Multiplier of .2 (192 hours per year for a full-time employee)

Increases will become effective on the current benefit anniversary date of the employee.

Vacation leave may be used in increments of not less than 15 minutes. Increments of less than 15 minutes will be counted as 15 minutes.

An employee may carry forward a capped amount of vacation leave to the next benefit anniversary year. An employee cannot start a new anniversary year with any more than one year's worth of accumulated vacation leave. For example, a full-time employee with two years of service may start a new year with 96 hours of vacation leave. A full-time employee with ten years of service may start a new year with 144 hours of vacation leave. Any additional hours of vacation leave that an employee has at the start of a new anniversary year will be lost; no compensation will be given for lost vacation leave.

Vacation leave will accrue when an employee is on vacation, personal, or sick leave; however, it will not accrue while an employee is on unpaid leave of absence or on paid leave through the disability program.

Upon leaving employment voluntarily and giving a two week notice, an employee will be paid for any unused vacation time based on current salary.

### **Donation Of Vacation Leave**

The Library recognizes that employees may have an emergency or crisis that causes them to need time off in excess of their available vacation leave. All eligible employees are allowed to donate vacation leave from their unused balance to another vacation leave eligible employee who has exhausted his or her entire balance of accrued vacation and personal leave. Employees who donate vacation leave must have sufficient leave in their balance and are not permitted to exhaust their own balances through the donation process. Employees cannot borrow against future accrued vacation leave to donate.