

Vacation Leave Scheduling Policy

Created 5/13/2014

Approved 6/10/2014

Revised 2/28/2017



Every January, staff in all departments will request vacation for the year. Initially, priority will be given based on number of years worked. In order to be fair to all employees, a round-robin system will be used to distribute requests equally for popular dates independent of seniority. For example, if employee A is granted time off on July 3rd this year, employee A will be at the bottom of the list for July 3rd the next year. Employee B requesting off on July 3rd behind employee A this year would move to the top of the list the next.

The number of employees allowed off on the same day from each department depends on the minimum acceptable staffing levels of that department:

CIRCULATION STAFF

If more than two employees sign up for vacation on the same dates, the third person must receive approval from the Library Director or Assistant Director and find their own replacement.

CUSTODIAL STAFF

At least two employees must be working on any typically staffed day. Any additional custodial staff seeking to take off the same day must receive approval from the Library Director or Assistant Director.

OUTREACH/PROGRAMMING STAFF

At least one employee must be working on any typically staffed day. Any additional outreach/programming staff seeking to take off the same day must receive approval from the Library Director or Assistant Director.

REFERENCE STAFF

At least one employee must be working on any typically staffed day. Any additional reference staff seeking to take off the same day must receive approval from the Library Director or Assistant Director.

TECHNICAL SERVICES STAFF

At least one employee must be working on any typically staffed day. Any additional technical services staff seeking to take off the same day must receive approval from the Library Director or Assistant Director.

ALL OTHER DEPARTMENTS

It is preferred but not necessary to have at least one employee working on any typically staffed day

All remaining vacation requests will be on a first come, first served basis. From February to December, employees should give at least ONE week's notice for requesting vacation. If the minimum staff levels are properly scheduled for a time period requested, vacation will be granted. Less than one week's notice requires permission of the Assistant Director or Director.