

**Commented [NN1]:** Change after Board approval

3 PERSONNEL  
3.3 Employee Benefits  
3.3.2 Sick Leave

Sick leave will be limited to those situations in which an employee is sick, or is caring for a sick member of the employee's immediate family, and therefore unable to come to work. Sick leave may also be used for medical appointments that can only be scheduled during work hours. It is not the intent of the Library Board that this be used as a substitute for vacation or personal leave.

No compensation will be made for unused sick leave at the time of retirement, resignation, or termination.

Full-time employees are entitled to 10 days (80 hours) paid sick leave per year. Unused sick leave may be accumulated to a total of 120 days.

Part-time employees working at least 20 hours per week shall be entitled to the same benefit on a pro rata basis.

3.3.3 Personal Business Days

Full-time employees are allotted two personal business days per year. Whenever possible, advance notice should be given to minimize conflict with the work schedule of the Library.

Part-time employees working at least 20 hours per week shall receive the same benefit on a pro rata basis.

Personal time may not be carried over to the next year, and unused personal time is not compensated upon termination of employment.

3.3.4 Holidays

Full-time employees shall receive the following paid holidays:

- a. New Year's Eve Day
- b. New Year's Day
- c. Memorial Day
- d. July 4
- e. Labor Day
- f. Thanksgiving Day
- g. Christmas Eve Day
- h. Christmas Day

The Library will be closed on Easter Sunday, and the Sundays of Memorial Day and Labor Day with no compensation for employees.

The Library will close at 5:00 p.m. on Thanksgiving Eve.

Part-time employees in grade levels 3 through 7 who work a minimum of 20 hours per week will receive holiday pay on a pro rata basis. If a paid holiday falls on Sunday, holiday pay will be earned at the standard rate.

**Commented [NN2]:** Change to 3 through 8