

**3 PERSONNEL**  
**3.3 Employee Benefits**  
**3.3.1 Vacation**

The Library provides vacation benefits as set forth below for the purpose of rest and relaxation.

Full time employees in grade levels 1 through 6 receive paid vacation as follows:

15 days (120 hours) per year in employment years 1 – 5  
20 days (160 hours) per year after 5 years of employment

Full time employees in grade 7 and above receive paid vacation as follows:

15 days (120 hours) per year in employment years 1 – 3  
20 days (160 hours) per year after 3 years of employment

Full time employees in grade level 10 and above receive an additional 5 days (40 hours) of vacation upon completion of 10 years of employment and 5 years in the level 10 and above position, for a total annual vacation benefit of 25 days (200 hours).

The increase in the amount of vacation granted will occur at the beginning of the calendar year in which an employee celebrates the third, fifth or tenth employment anniversary, not at the anniversary date.

Part time employees scheduled to work a minimum of 20 hours per week will receive the above stated vacation benefits on a pro rata basis.

Full time employees hired or who become eligible for vacation benefits after the first day of the year will be awarded vacation time pursuant to the following table:

<u>Employment Date</u>	<u>Amount of Vacation</u>
January 1 – June 30	15 days (120 hours)
July 1 – September 30	8 days (64 hours)
October 1 – December 31	0 days

The above vacation amounts will be prorated for part-time employees hired or newly eligible for vacation benefits after the first day of the year.

Vacations must be scheduled in advance with the manager's approval. Departmental staffing needs will be the primary consideration in granting vacation leave. Employees who do not qualify for paid vacation may be granted unpaid leave, at the manager's discretion.

Employees must use all allotted vacation time during the calendar year. Exceptions due to business necessity or special circumstances may be granted upon written request to the Director; however, the amount of vacation carried over may not exceed five (5) days (40 hours) for full-time employees and be prorated for part-time employees. Absent written approval from the Director to carry over vacation, any unused balances will be deleted at the end of the calendar year.

**3 PERSONNEL**

**3.3 Employee Benefits**

**3.3.1 Vacation (Cont'd)**

Employees leaving the Library due to resignation, retirement, or termination for reasons other than gross misconduct will be paid for that portion of the year's vacation allotment not yet taken. However, an employee who leaves for any reason within 90 days of employment will forfeit all unused vacation.