**Vacation Leave**

1. Professional employees will receive 22 days paid vacation annually (to be prorated

for regular part-time employees).

2. The Fiscal Officer will receive the following vacation, pro-rated for regular part-time

based on the number of hours worked:

Years of service:

0 to 19

20+

Days of vacation:

15 days

20 days

3. Other full-time and regular part-time employees will receive the following vacation

(see Prorated Time, Section I. K. for prorated day definition for regular part-time

employees): (These are people who work 30 or more hours per week but not 40)

Years of service:

0 to 9

10 to 19

20+

Days of vacation:

10 days

15 days

20 days

13

4. Vacation accrues and is credited each pay period from the date of hire. Vacation

cannot be taken during the training period, first six months of employment, without

approval from the Library Director. However, if an employee uses any such

advanced leave and terminates employment with the Library before it has been

earned, he or she must reimburse the Library for such leave. If such employees

commence employment at some time other than the beginning of the year, the total

vacation leave for that year shall be reduced by proration.

5. For employees who have 0-9 years of service, vacation leave is accumulative to 1.5

years of "banked time." For example, a full or regular part-time employee who earns

80 hours of annual vacation leave may can-carry over a maximum of 120 hours of

"banked time." For employees who have 10 or more years of service, vacation leave

is accumulative to 2 years of “banked time”. For example, a full or regular part-time

employee who earns 80 hours of annual vacation leave may can-carry over a

maximum of 160 hours of "banked time." Unless arrangements are made ahead of

time which are approved by the Library Director, vacation leave accrual in excess of

2 years will not be carried over to a new year. Such excess accrued vacation is

forfeited with no pay out to the employee.

6. Any of the Library holidays set forth at Section IV. B. 1 hereof falling within a

vacation period are not counted as vacation days.

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for regular part-time employees).

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for regular part-time employees).

2. The Fiscal Officer will receive the following vacation, pro-rated for regular part-time

based on the number of hours worked:

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0 to 19

20+

Days of vacation:

15 days

20 days

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(see Prorated Time, Section I. K. for prorated day definition for regular part-time

employees):

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20+

Days of vacation:

10 days

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4. Vacation accrues and is credited each pay period from the date of hire. Vacation

cannot be taken during the training period, first six months of employment, without

approval from the Library Director. However, if an employee uses any such

advanced leave and terminates employment with the Library before it has been

earned, he or she must reimburse the Library for such leave. If such employees

commence employment at some time other than the beginning of the year, the total

vacation leave for that year shall be reduced by proration.

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employee who earns 80 hours of annual vacation leave may can-carry over a

maximum of 160 hours of "banked time." Unless arrangements are made ahead of

time which are approved by the Library Director, vacation leave accrual in excess of

2 years will not be carried over to a new year. Such excess accrued vacation is

forfeited with no pay out to the employee.

6. Any of the Library holidays set forth at Section IV. B. 1 hereof falling within a

vacation period are not counted as vacation days. (they are already paid days off)

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for regular part-time employees).

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based on the number of hours worked:

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forfeited with no pay out to the employee.

6. Any of the Library holidays set forth at Section IV. B. 1 hereof falling within a

vacation period are not counted as vacation days.

(We have 7 standard holiday closed days and they are paid for staff who work 30 hours or above per week. We also have 5 floating holidays paid in the same way. These are days that are holidays but we remain open)

7. Employees who are ill during their vacation may not convert such time to sick leave

upon return to work.

8. In order to assist management in overall planning, employees are requested to

schedule their vacations at least 30 days in advance. Because we cannot allow

vacation schedules to adversely affect our ability to provide services to our patrons,

we must schedule all vacation time to meet our patrons' needs and must retain

sufficient staffing at all times to provide the proper services. The Library reserves the

right to limit the number of employees on vacation at any one time, or to limit the

number of employees in the same department on vacation at one time. While

vacations are ordinarily scheduled on a first-come, first-served basis, length of

service with the Library will be used to resolve vacation scheduling problems.

9. Upon termination of employment, an employee will be paid for any accrued but

unused vacation up to a maximum of 1.5 or 2 times the vacation amount actually

earned annually by the employee. (see 5 above in this section) Vacation pay in lieu of

time off is otherwise prohibited.