

Paid Time Off Policy

Application

This policy applies to all staff with one year or more of satisfactory service. Staff who have successfully completed probation are eligible to receive payment at their current hourly rate in exchange for unused PTO hours on separation from employment with the library.

Statement of Purpose

A flexible policy concerning absences from an established regular work schedule allows employees the discretion to take reasonable amounts of time away from work to attend to a variety of personal and family needs. Oversight of the time taken is also thereby limited to the logistics of covering work schedules and tracking leave balances. Unscheduled absences can also be controlled to some extent.

Policy

Hourly employees of the library with one to three years of service will receive 30 hours per year of paid leave to be used at their discretion. Hourly employees with four or more years of service will receive 50 hours per year of paid leave to be used at their discretion. Salaried employees of the Library will receive paid leave to be used at their discretion based on title. Librarian I will receive 50 hours of paid leave and the Director will receive 80 hours. This would include, but not limited to, vacation and personal days.. All requests for time off must be submitted to the Director. The Director will submit time off to the Board. Written requests are preferred and concurrent requests will be addressed in the order they are received; adequate notice is appreciated for scheduling purposes. PTO will not rollover and begins on the employee's anniversary date. After five years of employment with the Library employees will gain one hour per year up to 20.

Employees can take two days of bereavement for immediate family and do not need to use PTO. Employees serving jury duty will not need to use PTO.

Staff are expected to use their paid time off benefit hours to cover unexpected absences including but not limited to inclement weather when the library remains open, breaks longer than the allowed periods for lunch, dinner, etc. Exceptions to this expectation, including 'make-up hours' may be given at the Director's discretion. If the Library is closed before opening, employees can either charge their PTO, take the day with no charge or work at home with the Director's permission. If the Governor declares a state of emergency or staff leave early due to weather or other unforeseen circumstances they will receive their pay for the day and do not need to charge PTO.

Responsibility

The Library Director ensures implementation of this policy through approval of time off requests, oversight of timesheets, staff scheduling, and maintenance of paid time off records for each employee. The Library Director or a designee holds responsibility for providing documents related

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to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date: 12/14/2017

Revised: 3/14/2019, 12/14/2023

Reviewed by / on: