

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Vacation Leave

POLICY NUMBER: 3020

3020.1 This policy will apply to regular and probationary full-time and part-time employees in all classifications.

3020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first three (3) years of continuous work, eighty (80) hours during each fiscal year;
- (b) Four (4) through ten (10) years of service, one hundred twenty (120) hours during each fiscal year;
- (c) After ten (10) years of service, one hundred sixty (160) hours during each fiscal year;
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

3020.2.1 If a new employee has at least fifteen (15) continuous years of service in the same or similar job position with a different library, the Library Director may advance the employee to the starting point of (b) above, subject to approval by the Board of Trustees.

3020.3 Employees may take their vacation time all at once, or incrementally. No vacation may be taken until the employee has completed at least six months in regular employee status.

3020.4 Vacation time is accrued at the end of each month.

3020.5 Vacation time may be accumulated. The total accumulated vacation time will not exceed thirty (30) days or two hundred forty (240) hours).

3020.6 The Library District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been exhausted, subject to providing certification from the employee's treating physician and approval by the Library Director.

3020.7 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.