**Paid time-off/Leave Policy**

* + Time off
* The following scale will be used to calculate hour of time off. Calculations are based on a 40 hour work week and hours off are prorated based on the percentage of 40 hours are worked (ie. If you work an average work week of 18.5 hrs, then 18.5/40=.4625 or if you work an average work week of 32 hours, then 32/40=.8). An average work week is based off of the average number of scheduled work hours over a 4 week period.
* All employees will work at the library a minimum of 3 months to be eligible for paid time off.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 0-2yrs | 3-5yrs | 5-10yrs | 10yrs and up |
| if working 40hr/wk | 100 | 120 | 160 | 200 |
| 0.4625 (% of 40) | 46.25 | 55.5 | 74 | 92.5 |
| 0.8 (% of 40) | 80 | 96 | 128 | 160 |

* Time off includes the following categories: sick time, vacation time, personal days.
* Requests for time off will be given to the Library Director at least 1 week in advanced when possible.
* All unused Paid Time Off will be paid off to employees in December at the employee’s hourly rate minus all applicable taxes.
  + Holidays
* All employees except shelvers will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board. The holidays already approved are: New Year's Day, Memorial Day weekend, Independence Day, Labor Day, Thanksgiving Day weekend, Christmas Eve, Christmas Day, and New Year's Eve. In addition, the Library Board may declare any other day an official holiday. If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.
  + Jury Duty
* Employees who are called for jury duty, or as a witness in court, shall be paid their normal wage for the time so spent less any fees received, excluding mileage. Time off for jury duty will not be charged against any vacation or sick leave time.
  + Leave
* Bereavement Leave: In the event of a death in an employee’s immediate family, employees shall be eligible for 1 week of paid leave (according to the number of hours they normally work in 1 week). Immediate family being defined as: spouse, children, step-children, parents, sisters and brothers.
* Leave of Absence: Requests for a leave of absence shall be made in writing to the Board of Trustees stating the reason(s) for lave and the length of time requested. Each request shall be acted upon on an individual basis. There will be no pay for a leave of absence.