

SECTION IV Management & Personnel Policies

Leave Policies

B. VACATION: Shall be scheduled with prior approval and at the discretion of the Library Director.

Upon retirement, resignation or discharge the staff member shall receive compensation for any unused and/or accrued vacation time due.

DESIGNATION	REQUIRED SERVICE	ACCRUAL RATE	ACCRUAL MAX
Full Time	Up to 6 YRS	1.75 HRS/WK	120 HRS
Full Time	Over 6 YRS	2.5 HRS/WK	160 HRS
Full Time	10-15 YRS	3.0 HRS/WK	200 HRS
Full Time	16-20 YRS	3.5 HRS/WK	240 HRS
Part Time (20HRS/WK)	Up to 6 YRS	1.25 HRS/WK	65 HRS
Part Time (20 HRS/WK)	Over 6 YRS	1.75 HRS/WK	90 HRS
Part Time (Min 20 HRS/WK)	30 Weeks	2% HRS Work/Month	50 HRS
Part Time (Less than 20 HRS/WK)	30 Weeks	2% HRS Work/Month	20 HRS

(Approved by Board of Trustees, 9/18/2012)