

Vacation Benefits

The vacation schedule described below is subject to review at the discretion of the board of trustees. Additions or deletions may be recommended by the members of the board or reviewed by the board upon the recommendation of the librarian.

Employees who work a weekly average of at least ____ hours per week will be considered full-time employees. Paid vacation time for full-time employees will be earned at the following rates:

- After one year - 1 week
- After ____ years - 2 weeks
- After ____ years - 3 weeks

The Director will earn vacation as follows:

- After one year - 2 weeks
- After ____ years - 3 weeks
- After ____ years - 4 weeks

Earned vacation must be taken on a calendar-year basis. Vacation time must be scheduled with the Director taking into account each employee's preference, then arranging as equitably as possible. If a conflict should arise, work record and length of employment with the Library shall be the deciding factor. The Director's vacation must be scheduled with the Board.

As vacation is a purposeful, restoring occasion, each employee who qualifies should take all earned vacation. Vacation time may not be accumulated. Cash payment in lieu of vacation is in direct contradiction with the purpose of vacation leave. Unused vacation time will be forfeited. Payment may not be taken in lieu of time off. Upon separation, the employee is entitled to a prorated cash amount of earned vacation leave.