

HOLIDAY BENEFIT FOR PART-TIME EMPLOYEES

Part time employees who have been continuously employed by the Library for at least one year as of November 30th shall receive in their mid-December paycheck an amount equal to two percent (2%) of their calendar year-to-date gross earnings as of November 30th.

Continuously employed for the purpose of this policy shall mean the employee worked his or her normally scheduled hours and did not take a leave of absence lasting more than three months during the calendar year to date and was not suspended from work for disciplinary action during this period. Employees who took a leave of absence for more than three months or who were suspended from work for disciplinary action shall not receive this benefit.

Employees who transfer from part-time status to full-time status prior to November 30th shall not enjoy this benefit. Employees who transfer to part-time status from full-time status and who were continuously employed by the Library for at least one year as of November 30th shall only receive the two percent amount based on gross wages earned as a part-time employee.

Latest Revision: May 22, 2006
Originally Adopted: January 22, 2001