

VACATION FOR PART-TIMERS

The following policy took effect January 1, 1999 and is not retroactive.

Part-time personnel may earn vacation time in the following manner. During any calendar year in which an employee has completed at least three full years as a part-timer, the employee may take vacation time during the following year equal to 2% of the hours worked for the previous year. During any calendar year in which an employee has completed at least five full years as a part-timer, the employee may take vacation time during the following year equal to 4% of the hours worked for the previous year. During any calendar year in which an employee has completed at least ten full years as a part-timer, the employee may take vacation time during the following year equal to 6% of the hours worked for the previous year. When there is a change in the general civil service classification, vacation hours will be prorated to take into consideration the change in wages.

All vacation time earned by part-timers must be used by the end of the calendar year. It may not be carried over to the next calendar year.

The Director may authorize leave without pay for up to 90 days for part-time personnel, but only if such leave will not have a negative impact on the library.

--P: VP 1 --

PERSONNEL

990823

Vacation time is to be taken at a time that does not seriously disrupt the functioning of the Library. The Director shall arrange all vacations so that they conform to the best interest of the Library. However, whenever feasible the requests of employees should be honored. Although other factors may be considered, seniority should be taken into account when giving time off at popular times.

--P: VP 2 --

PERSONNEL

990823