

HELEN PLUM LIBRARY

P-7 Vacation

Approved by the Library board of Trustees, August 22, 2023. Effective: November 12, 2023.

Approval of requests for vacation time off are subject to the service needs of the Library. The employee’s manager will review all vacation requests with approvals contingent on the needs of the department.

Unused vacation will carry over up to the maximum level for the employee’s job classification. Once the maximum accrual is reached, further accruals will cease until vacation hours are taken and the total accrued hours fall below the maximum allowed.

The Library will comply with the Illinois Paid Leave for All Workers Act.

All employees

- All employees will accrue vacation from their date of hire.
- Vacation time is pro-rated and accrued each pay period as defined below based on the employee’s position.
- Vacation hours accrued may be used for any purpose and may be used incrementally (for example, an employee working a 4-hour shift may opt to work 2 hours and use 2 hours of vacation time to equal their scheduled shift).

Full-time and eligible part-time employees (working 1000 hours or more annually)

- Vacation time is pro-rated and accrued each pay period based on an employee’s actual hours worked, length of service, and job classification.
- Maximum accrual for full time employees – 300 hours
- Maximum accrual for eligible part-time employees – 225 hours
- At the discretion of the Director, new employees with significant Library experience may be granted vacation hours at an adjusted length of service level.

Full-time employees

<i>LENGTH OF SERVICE</i>	<i>HOURS EARNED/YEAR</i>
Full-time up to 24 months	75 (10 days)
Full-time over 24 months to 48 months	112.5 (15 days)
Full-time over 48 months	150 (20 days)
Full-time manager and Director up to 24 months	112.5 (15 days)
Full-time manager and Director over 24 months	150 (20 days)

Eligible part-time employees

<i>LENGTH OF SERVICE</i>	<i>HOURS EARNED/YEAR</i>
Part-time up to 24 months	two pro-rated* weeks
Part-time over 24 months to 48 months	three pro-rated* weeks
Part-time over 48 months	four pro-rated* weeks

**Pro-rated week is based on actual hours worked.*

Non-eligible part-time employees

- Non-eligible employees (working less than 1000 hours annually) will accrue one hour of vacation time for every 40 hours worked. Vacation time for non-eligible part-time employees will accrue at the rate of 0.025 x hours worked for the pay period. For example, an employee working 24 hours in a pay period (12 hours per week) would earn $24 \times 0.025 = 0.6$ hours vacation time.
- Maximum accrual for non-eligible part time employees – 40 hours

Seasonal and substitute employees

- Seasonal and substitute employees will accrue vacation at the same rate as non-eligible part-time employees.
- Maximum accrual for seasonal and substitute employees -- 40 hours

Termination of employment

Upon voluntary or involuntary termination, an employee will be paid for any unused vacation for which they are eligible. In the event that an employee has used vacation time over what has been earned at time of termination, the employee must reimburse the library the equivalent of salary or wages paid for each unearned vacation hour used.