

HELEN M. PLUM MEMORIAL LIBRARY

**P-9 Personal Time**

Adopted by the Library board of Trustees, July 15, 2020. Effective: July 26, 2020

Personal time is granted at the beginning of each calendar year and will not carry-over. Unused time will expire on December 31 of the calendar year. Personal time for employees with less than one year of service is determined based on their date of hire.

Requests for personal time should be submitted as early as possible to accommodate the scheduling needs of the department. Personal time off requests will be approved by the employee's manager.

**Full-time employees**

- Three days (22.5 hours) personal time will be granted to full-time employees
- For new full-time employees in the first calendar year of employment, the following will apply:
  - If hire date is between January 1 and April 30, the employee will be granted 22.5 hours.
  - If hire date is between May 1 and September 30, the employee will be granted 15 hours.
  - If hire date is on or after October 1, personal time will not be granted in the calendar year of hire.

**Eligible part-time employees** (working 1000 hours or more annually)

- One day (7.5 hours) personal time will be granted to eligible part-time employees
- For new eligible part-time employees, the following will apply:
  - If hire date is between January 1 and September 30, the employee will be granted 7.5 hours.
  - If hire date is on or after October 1, personal time will not be granted in the calendar year of hire.

**Non-eligible part time employees** (working less than 1000 hours annually)

- 4 hours personal time will be granted to non-eligible part-time employees
- For new non-eligible part-time employees, the following will apply:
  - If hire date is between January 1 and September 30, the employee will be granted 4 hours.
  - If hire date is on or after October 1, personal time will not be granted in the calendar year of hire.

**Changes in employee classifications**

For employees with more than one year of service, personal time will be adjusted to the applicable rate for an employee's updated classification.

For employees with less than one year of service, personal time will be determined based on their initial date of hire and their updated classification.

**Termination of employment**

Upon voluntary or involuntary termination, no payment will be made for unused personal time.