

# **Rolling Meadows Library**

## **Employee Handbook**

### **302 Vacation Benefits**

Updated: 09/06/2011

Paid vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. **Paid vacation time must be requested from the employee's Department Director in writing and is subject to staffing and operational needs. (Add wording)**

#### **When Do Paid Vacation Benefits First Become Available?**

Eligible employees begin earning paid vacation benefits immediately upon commencement of work but may not use paid vacation benefits until they have completed six months of employment with the Library. Paid vacation benefits are earned with the completion of each pay period; therefore, one twenty-sixth of the employee's annual paid vacation leave is earned for each pay period.

Part-time employees scheduled to work less than 20 "normal weekly hours" do not earn paid vacation. Such employees may, however, be granted vacation leave without pay upon consultation with their Department Director.

#### **Paid Vacation Leave - Department Directors, Full-time and Part-time Professional Employees**

Employees scheduled to work at least 20 or more "normal weekly hours" earn annual paid vacation days equaling their "normal weekly hours" times 4 paid at their regular hourly rate. If more than one hourly rate applies, the proportion of each rate will be determined by the employee's Normal Weekly Hours Form. Professional employees are those who: hold an MLS from an accredited library school, hold a position in the Library requiring an MLS or equivalent experience, and are scheduled to work at least six or more consecutive months in any 12-month period. Other professionals may include, but not be limited to, those who would qualify as "exempt professionals" under the Fair Labor Standards Act of the United States.

#### **Paid Vacation Leave – Full-time and Part-time Employees Hired Prior to 1/01/02**

Employees scheduled to work at least 20 or more "normal weekly hours" at least six or more consecutive months in any 12-month period will earn annual paid vacation days equaling their:

- "normal weekly hours" times 2 in their first through fifth years of employment;
- "normal weekly hours" times 3 in their sixth through tenth years of employment;
- "normal weekly hours" times 4 in their eleventh year of employment and beyond.

#### **Paid Vacation Leave – Full-time and Part-time Employees Hired 1/01/02 and Later**

Employees scheduled to work at least 20 or more "normal weekly hours" at least six or more consecutive months in any 12-month period are entitled to annual paid vacation days equaling their:

- "normal weekly hours" times 2 in their first through fifth year of employment at benefits level;
- "normal weekly hours" times 3 in their sixth through tenth year of employment at benefits level;
- "normal weekly hours" times 4 in their eleventh year of employment and beyond at benefits level.

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#### **Vacation Leave Not Lost Due To Sick Leave**

No loss of vacation accrual will result from personal illness covered by sick leave.

#### **Carry-over Of Earned But Unused Vacation Leave**

Earned but unused paid vacation leave equal to one year of the employee's annual paid vacation leave may be carried forward to the next calendar year. Unused paid vacation leave in excess of one year of the employee's annual paid vacation leave will be forfeited as of January 1 of each year.

#### **Leaving The Library With Earned But Unused Paid Vacation Leave**

Employees leaving the Library with earned but unused paid vacation leave will be reimbursed at their current regular hourly rate for such leave. Such reimbursement will be for paid vacation hours earned but not used in the current calendar year and the allowable unused paid vacation hours carried forward from the previous calendar year.