

OTTUMWA PUBLIC LIBRARY

PERSONNEL POLICY AND PROCEDURE

Name of Policy: **VACATION/HOLIDAY PAY**

Purpose: It is the policy of the Library to allow employees time off each year with pay. Vacation leave benefits are paid at the employee's base rate of pay. Paid vacation hours do not apply towards the minimum number of hours required for mandatory overtime pay.

Procedure:

1. Paid and benefited vacation shall be accrued by the staff at the following rate:

1 – 5 years	1 day per month
6 – 10 years	1-1/2 days per month
11 years plus	2 days per month (with a 24 day maximum accrual)

Vacation accruals will change on the completion of the last year in each step. For example, the employee will begin earning 1-1/2 days per month on the anniversary of the beginning of the sixth year.

2. Accrued vacation must be taken within the period following six months of employment. Accrued vacation time not taken by six months after the anniversary date each year will be lost.
3. Regular full-time employees are eligible for the following paid holidays immediately upon employment.

Employee's Birthday	President's Day
New Year's Day	Independence Day
Memorial Day	Veteran's Day
Labor Day	Christmas Day
Thanksgiving Day	(Day after or day before
Day after Thanksgiving	Christmas – Mayor decision)
Martin Luther King, Jr. Birthday	

4. The Director may grant a request for additional days of vacation without pay to be taken in connection with an employee's vacation.

5. Part-time employees shall receive a pro-rated portion of vacation and holiday pay according to their actual working hours, computed as a proportion of the normal forty hour work week.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees