

Warren-Newport Public Library District

Staff Manual

303 Vacation Benefits

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Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Full-time professional employees
Professional employees are those who: 1) hold an MLS or MLIS from an accredited library school; 2) hold a position in the Library District requiring an MLS, MLIS, or equivalent experience; and 3) are scheduled to work at least six or more consecutive months in any 12-month period. Other professionals may include, but are not limited to, those who would qualify as "exempt professionals" under the Fair Labor Standards Act of the United States. [29 U.S.C. § 203]
- Regular full-time employees
- Regular part-time employees

When an employee enters an eligible employment classification, he or she begins to earn paid vacation time immediately upon commencing work. However, the employee must complete a period of 90 calendar days before any vacation time can be used. After that time, employees can request the use of earned vacation time, including time accrued during the waiting period. Under limited circumstances and with the prior approval of the Executive Director, an employee may use vacation time before it has been earned. However, if an employee uses any such advanced vacation time and separates from the Library before it has been earned, he or she must reimburse the Library for such vacation time upon separation. 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.

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Amount of Paid Vacation Leave

Employees hired prior to April 1, 2011 are entitled to annual paid vacation days as shown in the table below. Note that some WNPL employees hired prior to April 1, 2011 are entitled to additional paid vacation per the guidelines of previous policies. Employees should see the Human Resources Associate for more information.

Length of employment with WNPL	1 to 5 years	6 to 10 years	11 to 15 years	16 years and more
Regular full-time professional employee	20 days	22.5 days	25 days	27.5 days
All other regular full-time employees and part-time employees at 20 or more hours a week (Part-time prorated to average hours per working day.)	10 days	15 days	20 days	22.5 days

Employees hired on or after April 1, 2011 are entitled to annual paid vacation days as follows:

Length of employment with WNPL	1 to 5 years	6 to 10 years	11 years and more
Regular full-time professional employee	20 days	22.5 days	25 days
All other regular full-time employees and part-time employees at 20 or more hours a week (Part-time prorated to average hours per working day.)	10 days	15 days	20 days

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The Executive Director has the authority to grant additional paid vacation leave (e.g., during the recruitment process or as a counteroffer for current staff members who receive offers of employment from other employers.)

Unpaid Vacation

Part-time employees scheduled to work less than 20 "normal weekly hours" do not earn paid vacation. However, such an employee may take up to two weeks of unpaid vacation, prorated to "normal weekly hours" and scheduled at the discretion of his or her manager or supervisor. Regardless of the amount of unpaid vacation taken by a part-time employee, he or she may be granted additional personal leave without pay upon approval by his or her manager or supervisor.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time, which is at the commencement of work. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See 601 Leaves of Absence for more information.)

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

Paid vacation time can be used in minimum increments of one-half hour. To take vacation, employees should request advance approval from their manager or supervisor. Requests will be reviewed based on a number of factors, including operational needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. When the total amount of unused vacation time reaches a cap of 1.5 times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.