

## *Section IX–Holiday, Paid Time Off Policy*

### **A. Grants of Leave**

Leaves will be granted by the Board of Trustees in accordance with the rules for each type of leave as set forth in this policy manual.

### **B. Official Holidays**

The recognized days listed below will be official holidays, together with any other day(s) so proclaimed by the Board of Trustees and will be published in November for the upcoming year.

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day

### **C. Observance of Legal Holidays**

When any holiday falls on a day when the library is normally closed, the Board of Trustees will designate either the preceding or following workday as the holiday.

When any holiday falls on a Sunday, the following Monday will be considered the holiday. The Library Director will be paid for the holiday. The Library Assistant and/or the Circulation Assistant will be paid for the holiday if it falls on a day when they are regularly scheduled to work.

### **D. Paid Time Off**

Employees will accrue Paid Time Off (PTO) annually, determined by their start date. PTO may be taken after three months of employment. PTO may be used for vacation, sick days, or other personal emergencies. PTO cannot be rolled over from one year to the next. It must be taken within the year.

Except in case of sickness or emergency, employees must arrange vacation time at least three weeks in advance with their supervisor, who will grant the time off after making adjustments to the schedule.

Upon notice of separation, the employee cannot take any PTO between the notification date of separation and the last day of employment. Paid Time Off that has accrued in line with this policy that has not been used at the time of separation will be reimbursed at the employee's hourly rate within sixty (60) days' notice of separation.

The Library Director will request personal time from the Board of Trustees. If the requested vacation would adversely affect library operations, it may be denied provided that the reason for the denial is provided to the employee in writing.

**The Library Director will accrue personal time as follows:**

- 1st year: 10 days after three months of employment
- 2nd year: 15 days (accrual beginning after anniversary date)
- 5th year: 20 days (accrual beginning after 5th anniversary date)

**The Library Assistant and Circulation Assistant will accrue paid time as follows:**

- 1st year: Number of hours worked weekly after three months of employment.
- 2nd year: Twice the number of hours worked weekly (accrual beginning after anniversary date)
- 5th year: Three times the number of hours worked weekly (accrual beginning after 5th anniversary date)

*For example, if the Library Assistant works 25 hours a week, they can take 25 hours of vacation after the 1<sup>st</sup> three months, 50 hours of vacation after the 2<sup>nd</sup> year, and 75 hours after the 5<sup>th</sup> year.*

**E. Extended Illness**

An employee who incurs an illness which extends beyond the duration of accrued sick leave, earned vacation time and personal days, will be notified that he/she may be placed on unpaid Family and Medical Leave (FMLA) once paid leave time is exhausted. (*refer to Section XII, B FMLA*)

**F. Leave of Absence Without Pay**

A non-compensated leave may be granted for medical or personal reasons. Details of the leave request must be forwarded to the Board of Trustees for consideration as soon as possible. Medical documentation may be required. Such requests may be denied unless covered under FMLA guidelines.

No wage or salary payments will be made during the period of leave, and the employee will not be entitled to time-employed credit or compensation adjustment during the period of unpaid leave. No seniority is accrued, nor any wage adjustments are made during the leave of absence.

**G. Medical/Pregnancy Related Absence–Non-discrimination**

The Conant Public Library will not discriminate against any employee who requests an excused absence for any medical disabilities or pregnancy-related medical issues. Such leave requests will be evaluated according to the provisions of section E. above and all applicable federal and state laws.

**H. Maternity/Paternity/Adoption Leave**

Maternity, paternity, or adoption leave may be requested under the provisions of section E. above. Such leave shall be unpaid after PTO has been exhausted.

**I. Bereavement Leave**

Employees shall be allowed up to three days off for the death of an employee's immediate relative. "Immediate relative" is defined as: spouse, domestic partner, child, stepchild, parent, parent-in-law, stepparent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law. If additional time is necessary, it shall be taken as paid time off or as unpaid leave. Additional time must have the advance authorization.

**J. Jury Duty**

Jury duty leave shall be granted to any employee who responds to a summons to serve on a jury, serves as a juror, or attends court for prospective jury duty. The employee will receive regular pay if it is a regular workday. Employees must provide evidence of the amount received for the jury duty in order to receive payment from the library. Failure to document such payment will result in loss of pay for the period of absence.

**K. Salaried employees**

The workweek for salaried personnel is to be a minimum of 34 hours per week. PTO accrual for salaried personnel will be computed the same as for hourly employees.

**L. Termination/Separation of employment:**

All unused accrued PTO will be paid to an employee upon termination of employment. Employees must complete a full year up to and including the anniversary date. PTO is not prorated for partial years of employment.

**M. Employment Interruption:**

Employees who return to Library employment after a termination/separation will be at the beginning of the vacation scale, as they would have been compensated in full for all prior accumulated time upon previous termination. During a period of authorized leave of absence or suspension of twenty-one days, all accumulation of vacation benefit time will be suspended.

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