



VACATION

Policy

- A. New employees will accrue vacation time during the calendar year in which they are hired. However, they are not eligible to take vacation time until the subsequent calendar year, with the amount of such leave being the amount that was accrued during their first partial year. During their first year new employees may accrue up to ten (10) vacation days prorated from the date of hire to December 31. Thereafter, vacation leave will be earned on a calendar year basis and will be taken in the following calendar year.
- B. Full time employees receive vacation as shown in the chart below. The first calendar year after the calendar year in which an employee is hired is considered to be the first year for purposes of applying the vacation schedule.

Beginning January 1 following the calendar year of hire:

1 – 4 years: 10 days

10 – 15 years: 20 days

5 – 9 years: 15 days

16+ years: 25 days

Assistant Directors: 20 days (unless he/she has worked 16+ years, in which case he/she receives 25 days).

Director: 25 days

- C. Part-time employees shall receive vacation based on a flat rate of regularly scheduled hours worked (see chart) in relation to calendar year of hire.

Hours Regularly Scheduled Per Week	Hours Received Per Month
20-23	4
23.5-25.5	5
26-29.5	6

- D. Part time employees who later convert to full time status begin earning vacation as a new employee.
- E. No vacation time benefits are given to staff members who work less than twenty (20) hours per week.
- F. Employees shall be entitled to take their vacation leave when they request except in cases of conflict which would create a staffing problem at the Library. In the event of conflict, the Library Director will approve vacation requests on the basis of seniority and past patterns of vacation leave time.

- G. Employees entitled to a fourth and/or fifth week of vacation may receive a payment in lieu of thereof. This is at the discretion of the Director who will consider the budgetary means available and workload requirement.
- H. A carry-over of vacation time, not to exceed ten (10) days in the aggregate (pro-rated for part time employees working a minimum of twenty (20) hours per week) will be allowed with permission of the Director. Any additional unused time shall be forfeited.
- I. In cases of retirement, resignation, discharge or death of an employee, he/she or his/her estate will be paid for all earned but unused vacation days as of his/her effective date of separation.
- J. Employees shall not accrue vacation leave benefits if they are on disability leave or off pay-roll.
- K. Holidays that occur during vacation leave shall not be charged against accrued vacation time.
- L. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.
- M. When planning vacation or travel plans, you must gain approval for the time off prior to making plans. If you already made reservations and then are not approved for the time off, that will not be used for justification in gaining approval for the time off.

NPL Employee Handbook: Approved June 8, 2009, Effective January 1, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:

A handwritten signature in black ink, reading "Craig Messerknecht". The signature is written in a cursive, flowing style.

Craig Messerknecht
President
Novi Public Library Board of Trustees