

Vacation and Flex Time Policy

For the purpose of this policy, a vacation week is equivalent to the director's or staff member's regularly scheduled work week.

Library Director:

Vacation:

Years 1-4	2 weeks	Up to 2 additional weeks unpaid
Years 5-9	3 weeks	Up to 1 additional week unpaid
Years 10+	4 weeks	0 additional weeks unpaid

Flex Time: Since the director's hours and demands on his/her time vary from week to week, flex time may be taken as demands of the job require, with additional hours worked in one week "banked" for use at a later time. The Library Director will maintain a spreadsheet showing all hours worked and flex time acquired or used. The Library Board of Trustees may ask to see this spreadsheet at any time.

Holidays: The Library Director will be paid 25% of his/her regularly scheduled weekly hours for all state holidays in which the library is closed, i.e. 5.5 hours/day based on a 22 hour work week.

Conferences and Workshops: May be taken as Flex Time. Any conferences longer than a day in duration must be cleared with the Library Board of Trustees in advance.

Library Staff:

Vacation/Sick Days/Personal Days:

Years 1-4	1 week	3 additional weeks unpaid
Years 5+	2 weeks	2 additional weeks unpaid

Flex Time: No paid flex time.

Holidays, Snow Days, Days when closed for construction: Unsalaries employees shall receive their regular day's pay for holidays that occur when they are regularly scheduled to work.

Conferences and Workshops: May be attended at the employee's regular hourly rate upon recommendation by the Director. .

Revised and approved by Library Trustees, January, 2017

Trustee Chair