

**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. 6.5 hours/day based on a 26 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	additional weeks unpaid as staffing allows
Years 5+	2 weeks	additional weeks unpaid as staffing allows

**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 as well as snow days and days that the town requests that we close for construction or repairs.

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

Revised and approved by Library Trustees, February, 2026

---

Trustee Chair