

4.08 VACATION ALLOWANCES

1. Full-time employees will accrue vacation leave benefits on a monthly basis at the rates listed below:

Job Title/Years Worked:	Monthly Accrual Rate:	Accrued Per Year:
<i>Director and Assistant Director:</i>	1.67 days	4 weeks
<i>Librarians and Dept. Heads:</i>		
Less Than 4 Years Worked	1.25 days	3 weeks
4 or More Years Worked	1.67 days	4 weeks
<i>All Other Full-Time Employees:</i>		
Less Than 4 Years Worked	.833 days	2 weeks
4 > 10 Years Worked	1.25 days	3 weeks
10 or More Years Worked	1.67 days	4 weeks

2. Part-time employees will accrue a prorated amount of vacation on a monthly basis based on the average number of hours worked per week during the year prior. During a part-time employee's first year, the employee will earn a prorated amount of vacation based on their anticipated weekly hours. One work day is defined as the part time employee's anticipated average weekly hours divided by 5, e.g. a part time employee working 15 hours per week would be awarded 3 hours per day of vacation.

Less than 4 Years Worked	1 week
4 years	1 week and 1 day
5 years	1 week and 2 days
6 years	1 week and 3 days
7 years	1 week and 4 days
8 years	2 weeks

3. General Provisions:

- a. Vacation records of days earned and days used will be kept on a calendar year basis from January 1 to December 31.
- b. Vacation time shall accrue each month on a prorated basis according to the benefits received. In the first year of employment, employees will receive less than the annual accrual due to the timing of their start date.
- c. Benefits will begin to accrue from date of hire.
- d. No more than the amount of one year's paid vacation time earned may be carried over into the following calendar year.
- e. All vacation periods must be approved by the department head in advance so as not to disturb the efficient operation of the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.19.95; 6.19.96; 2.16.05; 3.16.05; 8.20.08; 11.18.15; 12.14.16; 2.15.17*