



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Benefits
Section Number: 5.2
Section Name: Vacation
Last Revised: 8/11/2009

It is the policy of the Library to grant vacation leave with pay to employees based on their employment status (full-time MLS, full-time non-MLS, or part-time) as of December 31 and in accordance with the guidelines described below. Vacation time will be credited annually on January 1.

- A. On January 1 of each year, all full-time MLS degreed staff and the Business Manager will receive vacation leave, equal to 152 hours (four (4), thirty-eight (38) hour weeks) per year. Employees reaching twenty-five (25) or more years of service will receive vacation leave, equal to 190 hours (five (5), thirty-eight (38) hour weeks) per year. “Years of service” is calculated from the employee’s first day of employment is rounded to the nearest whole digit.
- B. On January 1 of each year, all other full-time staff receive vacation according to the following:

| Years of Service | Annual Vacation Leave (in hours) | Vacation Equivalent |
|-------------------------|---|---------------------------------------|
| 0-5 | 76 | Two, thirty-eight hour weeks |
| 6-10 | 114 | Three, thirty-eight hour weeks |
| 11-24 | 152 | Four, thirty-eight hour weeks |
| 25 and greater | 190 | Five, thirty-eight hour weeks |

- C. On January 1 of each year, part-time employees will receive vacation based on their assigned hours and “years of service.” “Years of service” is the employee’s total accumulated service hours with the Library divided by 1976 hours (a full-time year) with the results rounded to the nearest whole digit. (Example: 19041.75 service hours divided by 1976 hours equals 9.6365, which rounds up to 10 years of service.) Part-time employees assigned less than 20 hours per week are not entitled to paid vacation, but may request up to two weeks of unpaid leave based on their assigned number of hours, with the Director’s approval.

| Part-time Years of Service | Annual Vacation Leave |
|-----------------------------------|------------------------------|
| 0-5 | 2 x assigned hours |
| 6-10 | 3 x assigned hours |
| 11-24 | 4 x assigned hours |
| 25 and greater | 5 x assigned hours |

- D. Vacation leave may be used once it is received. A waiting period of six (6) months must be completed before new employees may use vacation leave. Employees may carry over unused vacation at the discretion of the Director.
- E. New employees will receive vacation at the rate of one day for each month of service, not to exceed 10 days. A day is defined as 8 hours for full-time employees, 6 hours for part-time employees assigned from 30-37.5 hours per week, and 4 hours for part-time employees assigned from 20-29.5 hours per week. For full-time employees, 5 days will equal 38 hours and 10 days equals 76 hours.
- F. The Director and/or Business Manager are responsible for maintaining vacation records and answering questions regarding the vacation policy. Vacation hours will be based on the library's computer payroll records.
- G. All vacation requests are subject to advance approval by the employee's direct supervisor. Vacation preference will be granted subject to the needs of the Library.
- H. Employees are requested to schedule vacations of five (5) or more consecutive days at least one (1) month in advance. Requests for vacations of more than two (2) consecutive weeks must be submitted to the Director at least sixty (60) days in advance. Vacation requests for days that fall near or around Library holidays (See **Section 5.3 HOLIDAYS**) must be made as many months in advance as possible and will be granted to employees on a rotating basis, as far as is practical.
- I. Vacation requests may be denied during a specific period, if proper notice has not been given, if the workload dictates and/or the result would be a reduced service to the public. Repeated requests for the same day or series of days of vacation from year to year may also be denied if the request prohibits other employees from obtaining the same vacation time.
- J. Vacation schedules may begin any day of the week. The employee must report vacation time on her/his time sheet.
- K. Unused vacation will be paid to eligible employees upon resignation or retirement, after one (1) complete year of service. In the case of an employee's death, unused vacation time credited to the employee shall be compensated to the employee's beneficiaries and/or estate (on the same basis as an employee who resigns and/or retires).
- L. If an employee is disabled due to illness or injury, or experiences a death in the family that would qualify for paid sick leave, while he/she is on vacation, he/she may request time off charged to sick leave by showing documented proof of eligibility. If the reason for the leave qualifies under the family and medical leave policy, the leave will be charged against the employee's family/medical leave entitlement from the date of the qualifying event.
- M. An employee on a family/medical leave will be required to exhaust all vacation time prior to being placed on unpaid status.

N. The Ohio Revised Code §9.44 requires the following:

Length of service for the purpose of calculating vacation for a person initially employed on or after July 5, 1987, will include all prior service with the state of Ohio and any political subdivision of the state. Prior service need not have been continuous, but completion of a total of one (1) year of service is required before eligibility is established. Prior service credit will not apply to an employee who retired before June 24, 1987 and subsequently was rehired after June 24, 1987. An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio and who is employed by the Library on or after June 24, 1987 shall not have his prior service with the state or any political subdivision of the state counted for the purpose of computing vacation leave.

This section of the Vacation policy shall remain in effect as long as or until Ohio Revised Code §9.44 is changed at which time this section will be modified accordingly.