

Title: Paid Time Off Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision: 7/31/24
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Paid Time Off

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for paid time off (PTO). Mead Public Library follows the City of Sheboygan's current PTO schedules located in the City of Sheboygan employee handbook.
- B. The library director may authorize PTO up to 200 hours in any calendar year.
- C. Payment in lieu of PTO shall not be made except at termination of employment.
- D. PTO payout upon separation of employment:
- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all current year unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Termination for Cause – Employees who are terminated for cause are not entitled to payment of their current unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Death – In the event of death of a current employee, survivors shall receive payment for all current unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Employees with less than one year of experience – If a new employee was offered additional (unearned) PTO upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved PTO will not be paid out upon employment termination.
- E. The Director (or designee) shall resolve any conflicts in the use of PTO.