



Whitewater
PUBLIC LIBRARY

Staff Vacation, Sick Leave, and Holidays Policy

Classifications

Regular Full-time

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City's policies or as required by law.

Regular Part-time

A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but fewer than forty hours per workweek. A regular part-time employee receives prorated employment benefits from the City unless specifically identified in the City's policies or as required by law.

Part-time

A part-time employee is an employee whose schedule consists of twenty or fewer hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Temporary

A temporary employee is an employee who is in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits.

Seasonal

Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year.

Sick Pay/Leave

Any requests for sick leave in addition to the hours authorized below shall be at the discretion of the Library Director. Doctor's documentation may be required when requesting sick leave. Employees may use accumulated sick leave for absences necessitated by their injury, illness, or that of a member of their immediate family. Immediate family to include parent, spouse, child or anyone living with the employee. Sick leave may also be used for medical appointments that cannot be scheduled outside of working hours. Sick leave may not be used in place of other forms of paid leave.

All employees must submit time off requests at least five (5) working days in advance, with the following exceptions or with the approval of the Library Director:

- Unexpected illness (notify as soon as possible)
- Medical appointments (at least 24 hours in advance)

Regular full-time and Regular part-time Employees

Regular full-time and Regular part-time (pro-rated basis) employees accumulate sick pay at the rate of 8 hours for each month of continuous service. Sick pay accumulation shall not exceed 96 hours during any one calendar year. Unused sick pay can be carried over into the subsequent calendar years for future use. In case of the death of an active employee, the employee's survivors shall receive a cash payout of 100% of that entire employee's accumulated sick leave.

Part-time, Temporary, and Seasonal Employees

Part-time employees will accrue 4 hours per month of unpaid sick leave. Temporary and seasonal employees will not receive any sick leave.

Holidays

Regular full-time and regular part-time (pro-rated basis) employees are eligible for 8 hours of Holiday Pay. Part-time, temporary, and seasonal employees will not work and will not be paid for any days that the library is closed.

The following holidays are recognized by the City as paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day

- Spring Holiday (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the City Manager.

Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.

An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay. Excused paid time off is approved vacation, compensatory time/flex time, sick time, funeral leave, court leave (jury or witness), military leave (first two weeks only), absence resulting from an injury involving workers compensation (first four months only) or where an employee would be on paid leave and a documented situation prevents their timely return to work.

Regular full-time and regular part-time (pro-rated basis) employees are also granted one floating holiday that can be used at their discretion subject to their supervisor's or Library Director's approval. Employees hired before July 1st will be eligible for the floating holiday during their first year of employment. Floating holidays are not subject to any year-end payout or carryover provisions.

Vacation

All employees must have the approval of their supervisor or the Library Director before beginning vacation. Requests for vacation must be submitted for approval at least five (5) working days prior to the start of the vacation. Requests for vacation for the year shall be

submitted no sooner than the first workday following January 1 of that year, with the exception of vacation requests for the first two weeks of January. Requests for vacation that coincide with holidays for which the library is closed may not be granted in successive years for the same employees for the same holiday. At all times vacation requests shall take precedence over any special requests for time off. Special requests not to be scheduled will not be approved during the week leading up to or the week following a holiday for which the library will be closed.

Regular full-time and Regular part-time Employees

Regular full-time and regular part-time (pro-rated basis) employees are eligible to receive vacation based on the following schedule:

1 year of service = 80 hours (10 days)

3 years of service = 96 hours (12 days)

5 years of service = 112 hours (14 days)

8 years of service = 128 hours (16 days)

10 years of service = 144 hours (18 days)

12 years of service = 160 hours (20 days)

15 years of service = 176 hours (22 days)

20 years of service = 200 hours (25 days)

25 years of service = 224 hours (28 days)

New employees are eligible for prorated vacation time based on their start date.

Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less). An employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act.

Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.

Vacation leave will be awarded on a calendar-year basis. As a benefit to employees, full vacation balances are available in January, however the vacation time is earned on a monthly basis. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law.

Year-end vacation balances of 40 hours or less will automatically carryover to the following year. Any balances in excess of 40 hours will require approval of the City Manager.

Any employee leaving service to the City in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for vacation earned to the date of separation. No employee will be permitted to waive vacation for the purpose of receiving double pay. Employees who are transferred from one department to another will have their annual vacation credits transferred with them.

Part-time, Temporary, and Seasonal Employees

Part-time employees will receive 40 hours of unpaid vacation leave per year.

Temporary and Seasonal employees will not receive any vacation leave.

Any requests for additional unpaid leave shall be at the discretion of the Library Director.

Policy Provisions

Library employees must follow all time-off request procedures as directed by their supervisor and/or the Library Director.

Individuals may change a requested vacation or sick day unless replacement staff has already been arranged for and the work schedule has been posted.

Employees may trade shifts with another employee of the same job classification, by mutual agreement, and with approval of their supervisor or the library director. This may be done after schedules have been posted.

All other policies pertaining to vacation, sick leave, and holidays as written in the City of Whitewater's Employee Manual remain in effect.

Failure to comply with this policy and related procedures may result in disciplinary action.