



# Irvin L. Young Memorial Library

## Staff Vacation Policy

The following staff vacation policy is hereby authorized:

- A. All library employees shall have the approval, in writing, of the Library Director before leaving on vacation. Requests for vacation must be submitted using the standard form provided. All requests shall be submitted for approval at least five (5) working days prior to the start of the vacation, therefore requiring vacation requests to be submitted in time sufficient for such approval. In the absence of the Library Director, vacation requests shall be handled by the Assistant Library Director.
- B. Requests for vacation for the year shall be submitted no sooner than the first workday following January 1 of that year. The only exception to this would be requests for vacation in the first two weeks of January. In those cases the five-day rule of part A would supersede the first workday following January 1 rule of part B.
- C. Requests for vacation that coincide with holidays for which the library is closed will not be granted in successive years for the same employee for the same holiday; e.g. an employee who takes vacation in the week leading up to and/or the week after Christmas in one year will not be granted vacation during that time during the following year; however, the employee may request vacation in the week leading up to and/or the week after another holiday for which the employee did not have vacation hours in the previous year. In a case where the full quota of staff have not asked for vacation coinciding with a holiday by the week that the staff work schedule for that time period has been issued, a staff member who is otherwise ineligible for that time period may request vacation. The Library Director's decision will be final and will be made on a case-by-case basis.
- D. No more than a total of three (3) individuals from the entire library staff shall be on vacation at the same time. This includes regular weekday, evening, and weekend public service hours.
- E. Preferably, no more than one (1) individual from each group (exempt and non-exempt) shall be on vacation at the same time. This includes regular weekday, evening and weekend public service hours. In the event that the total limit of



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- three (3) individuals on vacation at the same time has not been reached, then consideration may be given to permit two (2) individuals from a group to be on vacation at the same time, provided that the two vacation times do not overlap by more than two (2) days.
- F. Requests for a single day or a partial day of vacation may be considered as exempted from these limits. The decision of administrative staff shall be final in any such situations and shall be handled on a case-by-case basis.
  - G. Individuals may change a requested vacation day unless replacement staff has already been arranged for and the work schedule has been posted.
  - H. Nothing in these limits prohibits employees from exchanging days and times with one another, by mutual agreement in writing. Approval by administrative staff must be issued prior to such exchanges being valid.
  - I. Any denials of vacation requests shall be provided in writing for the employee.
  - J. 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.
  - K. This policy shall become effective upon approval by the Library Board.