

WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: <b>VACATION LEAVE</b>	Issued: <del>8/13/15</del> 11-10-16	No: C-2
	Supersedes: <del>12/18/14</del> 8/13/15	Page: 1 of 4

Vacation leave is intended not only to reward an employee for service to the Library but also to provide employees with a break from their normal work routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted. The policy of the Library is that each eligible employee should take a period of time away from work to do whatever he/she chooses, at least once a year. Any vacation leave will not be accumulated beyond the amounts authorized in this policy.

### **General Guidelines**

1. All regular full-time employees, and regular part-time (pro-rated benefits) employees, excluding all provisional employees (employment that is of a casual nature and/or on a non-recurring, or seasonal basis), are eligible to receive vacation leave. Time lost due to illness or injury compensable under worker's compensation guidelines shall be considered as credit for service.
2. Vacation leave time continues to accumulate while an employee is on regularly scheduled vacation leave, paid sick leave, paid military leave, or paid temporary disability (for a period of four (4) months or less). However, an employee on a leave of absence for a time which is in excess of a paid benefit is considered on inactive status, and is not eligible to accrue vacation leave benefits during such absence.
3. Vacation leaves may not be taken in advance of being accumulated.
4. Should the Library determine that the termination of an employee is due to serious misconduct, vacation leave will not be paid.

### **Authorized Vacation Leave Schedule**

1. Managers and supervisors hired prior to January 1, 2013 shall accumulate vacation leave at a rate of 13.33 hours per month. This rate of accumulation will continue through the 17th year of service. Thereafter, paid vacation leave will accrue following this policy's vacation leave schedule.
2. Other employees will begin accumulating paid vacation leave upon the start of their employment at the rate of 6.67 hours per month; pro-rated for regular part-time employees (10 days per calendar year.) This rate of accumulation will continue through the seventh (7<sup>th</sup>) year of continuous service.

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Thereafter, paid vacation leave will accrue at the following monthly rate:

<u>Years of Continuous Service</u>	<u>Paid Annual Leave per month as of January 1</u>
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After seven (7) years of service	8 hours
After eight (8) years of service.	10 hours
After thirteen (13) years of service	10.67 hours
After fourteen (14) years of service	12 hours
After fifteen (15) years of service	13.33 hours
After seventeen (17) years of service	14 hours
After twenty (20) years of service	14.67 hours
After twenty-one (21) years of service	15.33 hours
After twenty-two (22) years of service	16 hours
After twenty-three (23) years of service	16.67 hours
After twenty-four (24) years of service	17.33 hours
After twenty-five (25) years of service	18 hours

Without regard to calendar year, employees may, at any given time, accumulate up to one and one-half (1-½) times their vacation leave entitlement. Vacation leave will not accumulate for any month in which the maximum accumulation has been reached.

### Definitions

Week: Five (5) workdays or seven (7) consecutive calendar days

Day: Eight (8) regularly scheduled work hours

Pay Calculation: The employee's current daily base salary times the number of eligible paid vacation leave days

### Scheduling Leave

1. Vacation leave may be taken at any time during the calendar year. Vacation leave is scheduled to give as much consideration as possible to the requests of individual employees, but at the same time will avoid undue interference with the effective performance of library work and schedules. Under normal conditions, subject to the approval of the employee's immediate supervisor, leaves may be taken anytime

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between January 1 and December 31. No vacation leave will be taken without prior supervisory authorization.

2. Approval of desired individual leave schedules may be denied during peak work-load periods by the Library Director and/or her/his designee. Individual departments have the right to restrict vacation leave scheduling based on the operational and scheduling needs of each individual department within the library.
3. The following procedures will be followed when scheduling vacation leave:
  - a. Vacation requests that fall between January 1 and April 15 may be submitted at any time. Requests will be considered by supervisors as they are submitted.
  - b. Vacation requests that fall between April 16 and December 31 must be submitted by March 1. After March 1 supervisors will review all requests, schedule them on a seniority basis, and post a vacation schedule by March 15. Changes to vacation requests may not be initiated by employees between March 1 and March 15. Employees may request changes after March 15, but seniority will not be exercised.
  - c. ~~New employees who have not completed six (6) months of service may submit vacation requests, but must ask for vacation leave that falls after their six (6) months of service is completed.~~
4. All vacation leave is to be paid at straight time.

**Holidays During Vacation Leave**

Only actual working days are counted as vacation leave. Authorized legal and other holidays, or Saturdays and Sundays, are not counted as vacation leave time.

**CONVERSION OF PART-TIME SERVICE TO FULL-TIME CREDIT**

Temporary and intermittent part-time employees are not eligible for benefits under the vacation leave program. Those employees who work regular part-time schedules and have a leave program will accrue benefits in accordance with the details of such program.

An individual's actual hours worked on a regular part-time status would be totaled and multiplied by the years of service, then divided by 2080 hours to arrive at an amount

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which equals the converted service credit years. (The final figure would be rounded to the nearest whole number.)

EXAMPLES:

(1) 30 hours/week for 9 years =  $(30 \times 52 \times 9) / 2080 = 7$  years

(2) 25 hours/week for 7 years =  $(25 \times 52 \times 7) / 2080 = 4$  years

(3) 20 hours/week for 5 years =  $(20 \times 52 \times 5) / 2080 = 3$  years

**Payment of Accrued Vacation Leave**

1. LUMP SUM UPON TERMINATION: Where applicable, an eligible employee who is terminating their employment with the Library will receive a lump sum payment for annual leave earned to the date of termination.
2. BENEFITS RUN-OUT: An employee who is terminating their employment with the Library may choose to let their accrued but unused vacation leave run out in the same year that its use is allowed.
3. EMPLOYEE DEATH: Whenever a Library employee dies during the term of his/her employment with the Library, the surviving spouse or designated beneficiary (ies) shall receive the lump sum payment for vacation leave the employee accrued but did not use before the date of death.
4. ACCRUAL CALCULATION: Any part of a month in which an employee is in a paid status shall be credited as a whole month for purposes of accruing vacation leave.

Adopted by the Library Board  
August 13, 2015