

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: VACATION LEAVE	Issued: 1/12/23 13/26	No: C-2
	Supersedes: 1/12/23 , 1/1/20, 11/10/16	Page: 1 of 5

Purpose

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. Annual leave will not be accumulated beyond the amounts authorized in this policy.~~

Definitions

<u>Week:</u>	Five (5) workdays or seven (7) consecutive calendar days
<u>Day:</u>	Eight (8) regularly scheduled work hours
<u>Pay Calculation:</u>	The employee's current daily base salary times the number of eligible paid vacation leave days <u>each year and ends December 31 of the same year</u>

Summary

The policy of the Library is that each eligible employee should take a period of time away from work to do whatever they choose, at least once a year. Annual 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. Employees are encouraged to take a vacation leave consisting of at least five (5) consecutive workdays during each new year of employment.
3. 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

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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.

4. Vacation leave may not be taken in advance of being accumulated.
5. 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. Employees will begin accumulating paid vacation leave upon the start of their employment at the rate of 10 hours per month; pro-rated for regular part-time employees (15 days per calendar year.) Effective January 1, 2020, this rate of accumulation will continue through the third (3rd) year of continuous service. 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>
After three (3) years of service	10.67 hours
After six (6) years of service.	12 hours
After nine (9) years of service	13.33 hours
After twelve (12) years of service	14 hours
After fifteen (15) years of service	14.67 hours
After eighteen (18) years of service	15.33 hours
After twenty (20) years of service	16 hours
After twenty-one (21) years of service	16.67 hours
After twenty-two (22) years of service	17.33 hours
After twenty-three (23) years of service	18 hours

Monthly accrual rates are updated automatically in the time and attendance system each January 1st based on the year in which the employee's anniversary date falls. If an employee does not move up to the next tier in years of service, there is no adjustment to the monthly accrual rate that year.

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.

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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 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. Library departments have the right to restrict vacation leave based on the operational and scheduling needs of each individual department.
3. The Library Director will determine the process for bidding and scheduling leave requests within the Library. All vacation requests must be made in writing to the department manager or his/her designee using the official Request for Time Off form.

Holidays During Vacation Leave

Only actual working days are counted as vacation leave. Authorized legal and other holidays 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 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

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(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: Vacation leave runouts are only allowed for retirees.~~ An employee who is retiring ~~withfrom~~ the Library may choose to let their accrued but unused leave run out. Accrued leave includes vacation, and personal holidays if requested. ~~Employee is not required to return to work for their last day of leave.~~ ~~Other e~~Employees who terminate their employment will receive a lump sum payment for accrued vacation (and personal holidays if requested in Kronos).

I. (From C4 Benefits Election at Retirement Policy): Where applicable, an eligible retiree will receive a lump sum payment for vacation leave earned to the date of termination. Retirees may also choose to let their accrued, unused vacation leave runout following their last day of employment. In this case, the retiree would not be required to return to work on their last day of leave. Vacation leave runouts are only allowed for retirees.

J. _____

K. Effective January 1, 2027, vacation leave runout is only for a maximum of three weeks of time. If a retiree has more than three weeks of accrued vacation the remaining vacation will be paid out as a lump sum payment on the last check.

~~2.~~

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:

Employee must be in paid status on the 1st of the month in order to accrue monthly vacation increment.

Use of Vacation Time During Notice Period

A. Once an employee provides notice of resignation or retirement, the use of vacation during the notice period is typically not permitted unless advance written approval was obtained from

Commented [KD1]: Therese and Bruce: Please check this...

Commented [TL1R2]: Looks good

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management. Any such approval is granted at management's sole discretion and may be denied based on operational and business needs.

B. The City reserves the right to:

1. Require an employee to remain actively at work for the entirety of the notice period;
2. Deny or rescind previously scheduled time off during the notice period;
3. Modify the employee's last day of work or pay in lieu of notice

Adopted by the Library Board
January 12, 2023