Personal Time Off for Full Time Staff

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Sick Leave
Sick Leave is intended to provide continuity of income to the employee in the event of health related issues that prevent the employee from working regularly paid hours.

Accrual
Sick Leave begins to accrue once full time employee has completed their introductory period. Once a permanent full time employee they will earn sick leave at the rate of one day (7 hours) per month.
Sick leave can accrue up to 90 days (630 hours).

On the fourth consecutive day using sick leave, a doctor's excuse will be required.

Compensation for unused Sick Leave
There will be no compensation for unused sick leave.

Vacation Leave
The Library provides Vacation Leave to its employees and encourages employees to plan for its use in advance. Regular planning and use of Vacation Leave helps maintain good mental health and reinvigorates a sense of well-being.

Accrual
Vacation Leave begins to accrue on the employee's first date of employment as a full time staff member. Earned vacation may be taken after employees first anniversary. Full-time employees accrue Vacation Leave every anniversary date according the following schedule;

Years of Service	Accrued Vacation
1-5	10 days (2 weeks)
5+	15 days (3 weeks)
10+	1 additional day each year (max of 20 days)

1 extra day is given each year for birthdays, and may be taken at any time during the year.

Vacation time must be used before the employee's anniversary month. Vacation will not rollover into the next year.

Compensation for unused Vacation Leave
Employees who provide a two (2) week written notification of resignation will receive compensation for accrued unused Vacation Leave.

Employees who are terminated or do not provide a written notification of resignation will not be paid for unused Vacation Leave.

Requests for use
Requests for Vacation leave must be submitted through the PTO Request form to the Library Director 2 weeks in advance. Requests are approved at the discretion of the Library Director.