

Ames Public Library Policy
Section: Personnel
Subject: Benefits – Paid Leave Time

Board
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Vacation

Purpose

The purpose of vacation leave is to enable the employee to enjoy periodic rest from his/her regular job so that he/she may return to work mentally and physically refreshed.

Amount

All regular full-time employees (exceptions follow this paragraph) shall earn vacation at the following rates, which reflect longevity and employment.

Six (6) hours and forty (40) minutes each month for the first seven years of employment (10 working days annually).

Ten (10) hours each month through the fourteenth year of employment (15 working days annually).

Thirteen (13) hours and twenty (20) minutes each month after completing fourteen years of employment (20 working days annually).

Sixteen (16) hours and forty (40) minutes each month after completing twenty-three years of employment (25 working days annually).

Library employees classified as Director, Assistant Director, Library Division Coordinator, or Librarian shall earn vacation at the following rates:

For the first twelve months of employment, employees listed above shall earn six (6) hours and forty (40) minutes vacation time per month (10 working days annually).

After completion of twelve months of employment, employees shall earn ten (10) hours vacation time per month (15 working days annually).

Beginning with the fifteenth (15th) year of employment, employees shall earn thirteen (13) hours and twenty (20) minutes of vacation time per month (20 working days annually).

Sixteen (16) hours and forty (40) minutes each month after completing twenty-three years of employment (25 working days annually).

Part-time Employees

Employees, who work less than full-time, but at least one thousand forty (1,040) hours a year, shall be credited vacation on a prorated basis.

Accrual

An employee who enters employment with the Library before the sixteenth of the month or leaves the employ after the 15th of the month shall earn vacation leave for that month.

All salaried support staff (those without a master's degree in library science) may accumulate vacation leave to the following maximum amounts after the specified years of employment:

<u>Length of Employment</u>	<u>Maximum Accumulated Leave</u>
0 through 7 years	120 hours
8 through 14 years	184 hours
14 through 24 years	240 hours
23 or more years	304 hours

Library employees classified as Director, Assistant Director, Library Division Coordinator, or Librarian may accumulate vacation leave in the following maximum amounts after the specified years of service:

<u>Length of Employment</u>	<u>Maximum Accumulated Leave</u>
0 through 14 years	184 hours
14 through 24 years	240 hours
23 or more years	304 hours

Waiving Vacation

Because vacation leave is granted to employees for recreation, no employee shall be permitted to waive such leave for the purpose of receiving double pay.

When Taken

No vacation leave may be taken by an employee until he/she has been in the continuous employment of the Library for a period of six full months.

Holidays Occurring During Vacation

If Library holidays occur during an employee's scheduled vacation, they shall not be charged as vacation leave.

Terminal Leave

Any regular employee leaving the employment of the Library shall be compensated for unused vacation leave up to the date of termination, provided he/she has been in the continuous service of the Library for at least six full months and has given the proper written notice to the Library Director.

Termination vacation shall be added to the employee's final payroll check. The effective date of termination shall be the last day actually worked by the employee.

Holidays

Paid Holidays

The following shall be paid holidays for regular employees of the Library.

New Year's Day.....	January 1
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day.....	1 st Monday in September
Veterans' Day.....	November 11
Thanksgiving.....	4 th Thursday in November
Friday after Thanksgiving	
Christmas Eve.....	December 24
Christmas Day.....	December 25

Holidays when the Library is Open

The Library will usually be closed on the holidays specified above, except Presidents' Day and Veterans' Day. When a holiday falls on a Sunday, the following Monday shall be observed except when December 24 falls on a Saturday and December 25 falls on a Sunday. In that instance, the Library will be open the following Monday and employees shall be granted different days off within the same fiscal year as agreed upon with their Supervisor.

If either December 24 or 25 falls on a Saturday or Sunday regular employees shall be granted a different day or days off within the same fiscal year as agreed upon with their supervisor.

The Library is open regularly scheduled hours on Veterans' Day and closed to the public on Presidents' Day. Staff is required to attend the Library's annual staff development day on Presidents' Day. Regular employees shall be granted a different day off within the same fiscal year for these holidays as agreed upon with their supervisor.

Unpaid Holidays

Although not paid holidays, the Library's hours are different on the following days:

New Year's Eve.....	December 31, Library closes at 5:00 p.m.
Easter Sunday.....	Library is closed.

Holidays when a Staff Member is Not Working

If a holiday falls on a staff member's regularly scheduled time off, the employee shall be entitled to a different day off within that fiscal year at a time approved by his/her supervisor.

Part-time Staff

Holiday time for salaried part-time staff will be proportional (4 hours of one-half time staff, 6 hours for three-fourths time staff, etc).

Sick Leave

All full-time employees shall accrue sick leave with pay at the rate of one working day for each calendar month of service.

Regular part-time employees shall accrue proportional sick leave with pay for each calendar month of service.

An employee who enters employment with the Library before the sixteenth day of the month or who leaves employment with the Library after the fifteenth day of the month shall earn sick leave for that month.

Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave during such absence.

Sick leave can be accumulated from year to year with no maximum limit and can only be granted in minimum units of tenths (.0) of an hour.

Sick leave shall not be considered as a right which an employee uses at his discretion, but shall be allowed only in case of actual personal sickness, including pregnancy or pregnancy-related conditions, disability, or as utilized according to family leave provisions. Sick leave may also be used for examinations and consultations with health care providers.

In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or the Administrative Assistant prior to the time set for beginning daily duties.

When an absence is for more than three consecutive working days, the employee may be required to file a physician's certificate with the Director, stating the cause of absence. The employee may also be asked to provide a physician's statement at two (2) week intervals from the time the sick leave began.

Salary will continue provided the employee has accumulated sick leave. In the event sick leave is no longer available, vacation or the leave of absence without pay provisions may apply, or, in the event of absence due to long-term disability, disability payments may apply.

An employee receiving temporary disability payments under the worker's compensation laws may use accumulated sick leave in order to maintain his/her regular income.

An absence report must be signed and returned to the Director on the day of return to work so the benefit is not forfeited.

Payment for unused sick leave is issued in the event of regular or disability retirement (provided for under one of the officially established retirement plans of the City) or death of an employee prior to regular retirement. The employee or his/her beneficiary is entitled to payment for unused sick leave as follows:

- Twenty-five percent (25%) of the employee's last salaried hourly rate of pay for all hours in excess of 720 (90 eight hour work days).
- No payment is issued for sick leave up to 720 hours.

Time Off for Blood Donations

Employees wishing to take time off with pay to donate blood must receive approval from their immediate supervisor, or the Department coordinator as provided above, prior to leaving the assigned work area.

Court Leave

Every employee who is called or required to serve as a trial juror or as a witness for the Federal Government, State of Iowa, or a political subdivision thereof, shall be entitled to be absent from his/her duties during the period of such service, or while necessarily being present in court as a result of such call.

The employee will be paid the salaried wage, but will be required to forfeit the jury fee, exclusive of reimbursement for expenses, to the Library.

Family Leave

The Library's definition of "family" is the parent, child, spouse, sibling, grandparent, and grandchild of the employee or of the employee's "in-laws", step-parent, step-child, foster parent, foster child, or others whose permanent home is that of the employee.

Leave is granted either when a salaried employee must care for an ill family member, or in the case of an illness or injury causing a family member to be hospitalized. Up to three (3) days per occurrence may be charged to sick leave unless otherwise approved by the Director. The Library complies fully with the Family Medical Leave Act, the full text and conditions of which are available from the Library's administrative office.

Death in Family

Leave is granted in the event of death in the family with the Director's approval. Up to three (3) days with pay shall be granted. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of "family" in the event of death additionally includes but is not necessarily limited to: sons- or daughters-in-law, sisters- or brothers-in-law, aunts, uncles, nieces, and nephews of the employee or of the employee's spouse.

Maternity/Paternity Leave

The Family Medical Leave Act guarantees up to twelve weeks of leave for birth or adoption. In many circumstances it will be to the employee's advantage to apply for FMLA leave in connection with the birth and after-care of an infant. Sick and vacation leave may also be used for this purpose. Sick leave, vacation and leave without pay will all be counted toward the maximum allowable FMLA leave. Refer to the section on the Family Medical Leave Act for a full explanation of this policy.

Funeral Leave (other than family)

Leave is granted in the event of death of current or former Library employees, their husbands or wives, trustees, or particular Library friends as determined by the Director. Salaried employees may be allowed up to four hours off with pay.

The need for continuing essential services may limit the number of employees who may attend a funeral. The Department Coordinator will decide on both the amount of time actually required for funeral attendance up to four hours, and the number of employees who may attend the funeral.

Regular employees who act as pall bearers for any deceased person whose funeral takes place during work hours may also receive up to four hours off with pay.

All other funeral attendance must be taken as vacation leave or leave without pay.

Military Leave

The Director shall grant leave without pay and without loss of seniority to employees called for the purpose of regular service or training duty in the Armed Forces of the United States, providing that military leave shall be with pay during the first thirty calendar days of such leave.

All employees taking such leave shall give the Director an opportunity to determine, within the limits of government regulations, when such leave shall be taken.

At the option of the Director, an employee commencing a military leave of absence of more than 90 days shall be paid in a lump sum for all accrued vacation leave.

An employee ordered to report for active duty in the National Guard or Reserve Military, Naval, or Air Force shall present copies of such orders to the Director at least ten (10) days before the reporting date, or as soon as such orders are received.

Leave of Absence Without Pay

The Director may grant an employee leave of absence without pay if such leave will not interfere with the best interests of the Library. No such leave shall be granted except upon written request of the employee setting forth the reason for the request.

Upon expiration of a regularly approved leave, the employee shall return to the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration may result in discharge.

Leave of more than 60 days, except for disability, shall result in loss of seniority rights during the period of unpaid leave. Sick leave or vacation benefits do not accrue during a leave without pay.

Any employee who is a candidate for, elected to, or appointed to an elective office shall, upon request, be granted leave as required by Chapter 55 of the Code of Iowa.

No paid holidays will be granted during unpaid leaves of absence.