

BETHALTO PUBLIC LIBRARY DISTRICT

Paid Time Off Policy

All categories of paid time off are tracked by the calendar year.

All categories of paid time off must be used in a minimum of half hour increments.

For PLAW leave:

No documentation is required to prove the employee's need/reason for the leave.

The employee need only provide as much notice as is practicable. If the need for leave is foreseeable, advance notice is appreciated.

Paid time off for salaried (full-time) employees

Library Director and Assistant Director positions:

Vacation Leave:

After 6 months	5 days
After 1 year	10 days
After 5 years	15 days
After 10 years	20 days

Accumulation: Full-time employees may carry over up to 80 hours of unused vacation leave to the next year, for a maximum of 80 hours. Upon separation, employee will receive pay for unused vacation leave hours in their final paycheck.

Sick Leave:

1 sick day per month

Accumulation: All unused sick leave hours will carry over to the next year. Upon separation, employee will NOT receive pay for unused sick leave hours.

PLAW Leave:

A lump sum of 40 hours of PLAW leave will be given at the beginning of the calendar year

Accumulation: All unused PLAW leave hours will NOT carry over to the next year. Upon separation, employee will receive pay for unused PLAW leave hours in their final paycheck.

Paid time off for hourly (part-time) employees

Cataloging Specialist position:

Vacation Leave:

32 hours annually

Accumulation: Part-time employees may carry over up to 8 hours of unused vacation leave to the next year, for a maximum of 8 hours. Upon separation, employee will receive pay for unused vacation leave hours in their final paycheck.

Sick Leave:

32 hours annually

Accumulation: All unused sick leave hours will carry over to the next year. Upon separation, employee will NOT receive pay for unused sick leave hours.

PLAW Leave

1 hour accrued for every 40 hours of actual worked hours (worked hours do not include vacation or sick leave time)

Accumulation: All unused PLAW leave hours will carry over to the next year; however, the maximum number of PLAW leave hours a part-time employee may take each calendar year is 40 hours. Upon separation, employee will receive pay for unused PLAW leave hours in their final paycheck.

Programming Specialist position:

Vacation Leave:

24 hours annually.

Accumulation: Part-time employees may carry over up to 8 hours of unused vacation leave to the next year, for a maximum of 8 hours. Upon separation, employee will receive pay for unused vacation leave hours in their final paycheck.

Sick Leave

24 hours annually

Accumulation: All unused sick leave hours will carry over to the next year. Upon separation, employee will NOT receive pay for unused sick leave hours.

PLAW Leave

1 hour accrued for every 40 hours of actual worked hours (worked hours do not include vacation or sick leave time)

Accumulation: All unused PLAW leave hours will carry over to the next year; however, the maximum number of PLAW leave hours a part-time employee may take each calendar year is 40 hours. Upon separation, employee will receive pay for unused PLAW leave hours in their final paycheck.

Library Clerk position:

PLAW Leave

1 hour accrued for every 40 hours of actual worked hours

Accumulation: All unused PLAW leave hours will carry over to the next year; however, the maximum number of PLAW leave hours a part-time employee may take each calendar year is 40 hours. Upon separation, employee will receive pay for unused PLAW leave hours in their final paycheck.

Adopted by the Board of Trustees of the Bethalto Public Library on the 14th day of December 2023.

Adopted – December 14, 2023

Reviewed –

Revised or Amended –