

POLICY TITLE: Vacation

ADOPTED/LAST REVISION: Adopted 6/13/00; Revised 4/10/12; 3/19/19; 7/15/21; Reviewed 4/19/22; Revised 2/15/2024

The Everett Roehl Marshfield Public Library offers vacation leave to be used for rest, relaxation and to address personal matters. Employees are expected to take accrued vacation leave within the 12-month period an employee earned vacation beginning on the employee’s hire date and then annually on the employee’s anniversary date. Vacation days are accrued and taken in the same 12-month period, except as stated in section III (Employees Hired Prior to May 1, 2019) and section IX (Length of Time to Use Vacation/Vacation Carry Over).

**I. Eligibility**

- A. This policy applies to employees at the Everett Roehl Marshfield Public Library.
- B. Regular Full-Time and Part-Time employees (20 or more hours per week) are eligible for annual paid vacation based on their length of service as outlined in section II (Vacation Benefit Schedule).
- C. Regularly scheduled Part-Time employees’ vacation benefits will be pro-rated based on the average number of hours they were hired to work in their first year of employment and thereafter, based on the average number of hours they actually worked in the 12 months before the anniversary date.
- D. Employees scheduled for less than 20 hours per week are not eligible for paid vacation. If their job classification changes to regularly scheduled Part-Time (20 hours or more) or Full-Time, the employees’ dates when they began working as Part-Time employees (fewer than 20 hours per week) will be used to calculate their prorated vacation benefit schedules.

**II. Vacation Benefit Schedule**

- A. Vacation amounts will be given based on the following schedule. The entire vacation amount listed will be placed in the employee’s vacation accrual section of the Human Resources Information System (HRIS). As an example, a non-exempt employee will receive 11 days of vacation on their first day within the HRIS to be used prior to their anniversary date.
- B. Increased vacation days occur on the anniversary date following the years of service. As an example, a non-exempt employee is hired on January 10, 2024. January 10, 2024 to January 9, 2025, employee will receive and accrue throughout the year, 11 days of vacation. On January 10, 2025, employee will receive and accrue 13 days of vacation annually. On January 10, 2027, employee will receive and accrue 15 days of vacation annually.

**Non-Exempt (Hourly) Employees Annual Accruals**  
 Date of Hire                      11 days of vacation (88 Hours)

After 1 Year	13 days of vacation (104 Hours)
After 3 Years	15 days of vacation (120 Hours)
After 5 Years	17 days of vacation (136 Hours)
After 8 Years	18 days of vacation (144 Hours)
After 10 Years	21 days of vacation (168 Hours)
After 13 Years	22 days of vacation (176 Hours)
After 15 Years	23 days of vacation (184 Hours)
After 20 Years	27 days of vacation (216 Hours)
After 25 Years	30 days of vacation (240 Hours)
After 30 Years	32 days of vacation (256 Hours)

**Exempt (Salaried) Employees Annual Accruals**

Date of Hire	15 days of vacation (120 Hours)
After 1 Year	18 days of vacation (144 Hours)
After 3 Years	20 days of vacation (160 Hours)
After 5 Years	21 days of vacation (168 Hours)
After 8 Years	22 days of vacation (176 Hours)
After 10 Years	25 days of vacation (200 Hours)
After 13 Years	26 days of vacation (208 Hours)
After 15 Years	27 days of vacation (216 Hours)
After 20 Years	31 days of vacation (248 Hours)
After 25 Years	34 days of vacation (272 Hours)
After 30 Years	36 days of vacation (288 Hours)

**Department and Division Heads Annual Accruals**

Date of Hire	20 days of vacation (160 Hours)
After 1 Year	22 days of vacation (176 Hours)
After 3 Years	24 days of vacation (192 Hours)
After 5 Years	26 days of vacation (208 Hours)
After 10 Years	28 days of vacation (224 Hours)
After 15 Years	30 days of vacation (240 Hours)
After 20 Years	32 days of vacation (256 Hours)
After 25 Years	35 days of vacation (280 Hours)
After 30 Years	37 days of vacation (296 Hours)

**III. Employees Hired Prior to May 1, 2019**

A. An employee that was hired before May 1, 2019, and did not receive vacation upon hire, will be grandfathered for the purpose of a vacation payout. Their annual accrual rate eligible for payout will be frozen on April 1, 2024 for the purposes of this section of the policy. For example, if a non-exempt hourly employee was hired on January 1, 2019, they are accruing 80 hours of vacation as of April 1, 2024 (5 years of Service). Their maximum vacation payout hours as of April 1, 2024, regardless of future years of service, will be frozen at 80 hours of vacation.

B. Grandfathered employees will receive the new accrual amounts as listed in section II (Vacation Benefit Schedule) which will be accrued in the current year.

C. Upon resignation or retirement, the grandfathered employee will receive a payout of any

unused but accrued frozen vacation amounts, if they provide the required resignation notice for their position as outlined in section VII (Vacation Payout at Termination of Employment letters B and C). As an example, if the employee is frozen at 120 hours of vacation but has 168 hours of unused vacation under this new vacation policy, they would receive 120 hours of frozen vacation payout.

D. Upon resignation or retirement, the grandfathered employee will receive a payout of any unused but accrued vacation that is earned within the anniversary year. As an example, an employee has a total of 160 hours of vacation for the year in their vacation accrual. 120 of those hours are frozen as of April 1, 2024. If the employee works for 10 months of their anniversary year, they would have earned 4 more days to be paid out under the new accrual.

E. Frozen vacation hours that are being accrued in the current anniversary year, to be used the following anniversary year, will not be paid out upon resignation or retirement as vacation has no cash value and is not provided to employees until the following anniversary date. As an example, a grandfathered employee that works two months into their new anniversary year and has accrued two months of vacation to use next year, will not be paid out for those two months as vacation has no cash value and is not provided to employees until their following anniversary date.

#### **IV. Computation of Vacation Pay**

A. Vacation days are computed based upon a standard 8-hour workday at the employees' normal rate of pay. Therefore, 1 day of vacation is equal to 8 hours of vacation.

i. Part-Time Employee: Prorated vacation is based upon the FTE status they were hired. As an example: If an employee is a 0.6 FTE, the employee will earn 6/10th of the vacation accrual.

B. Vacation is earned on a monthly basis, and a person must be employed by the Library for the entire month for vacation to be earned in that month. As an example, an exempt employee who receives 15 days of vacation per year or 1.25 days (15 days/12 months) of vacation per month.

C. Employees will receive the full amount of vacation they will earn throughout the year, in their vacation bucket in the HRIS, on the day of their anniversary. As an example, an exempt employee who has 7 years of service with the Library will receive 21 days (168 hours) of vacation on their anniversary date to be used by their next anniversary date.

#### **V. Requests for Vacation**

A. All employees who are eligible for vacation shall submit in advance, their requests for approval by their immediate supervisor. Once approval has been received, employees shall submit their request for the Library Director's approval through the HRIS.

B. Requests will be evaluated based upon a number of factors, including department operating and staffing requirements. The Library Director will approve or may deny the request through the HRIS. The Library Director will provide an explanation for any denial of vacation within the HRIS.

## **VI. Converting Sick Leave to Vacation Leave**

- A. An employee with five years or greater of service can convert a maximum of 6 days of sick leave annually to vacation days, providing they do not fall below a minimum balance of 10 days of sick leave at the time of the conversion.
- B. The converted sick leave will be placed into its own vacation bucket within the HRIS, similar to Personal Holiday Time.
- C. A request form must be completed and submitted to the Library Director and Human Resources by January 15th each year for processing and approval. If approved, employees would receive their converted vacation days on February 1st to be used by the following January 31st. Forms received after January 15th each year will be denied.
- D. Any unused time that was converted over to vacation time will not roll over into the following year and will not be paid out to the employee. If it is not used it will be forfeited by the employee.
- E. If an employee converts sick leave to vacation and then resigns or retires, they would not be paid out for any of the unused converted sick leave. As an example, if an employee converts 16 hours of sick leave to vacation, and resigns or retires with 8 hours remaining of converted sick leave, those 8 hours would not be paid out.

## **VII. Vacation Payout at Termination of Employment**

- A. Any employee who resigns or is terminated in his or her first year of employment is not eligible for a payout of vacation or holiday pay.
- B. A non-exempt or exempt employee, who gives at least two weeks' prior notice of resignation or retirement and remains employed for that full period, is eligible to receive a payout of the employee's accrued but unused vacation leave.
- C. A Division/Department head who gives at least four weeks' prior notice of resignation or retirement and remains employed for that full period, is eligible to receive a payout of the employee's accrued but unused vacation leave.
- D. All non-exempt and exempt employees that resign or retire can utilize up to one week of vacation during their final two-week notice and remain eligible for vacation payout.
- E. A Division/Department Head that resigns or retires can utilize up to two weeks of vacation during their final four weeks of notice and remain eligible for a vacation payout.
- F. Employees who resign and who qualify for a Post-Employment Health Plan (PEHP) account can choose to have their accrued but unused vacation payout rolled into their PEHP account or they can receive a payout for the accrued but unused vacation except as referenced in section III (Employees Hired Prior to May 1, 2019).
- G. All employees who resign or retire, who do not qualify for a PEHP account, will only receive a payout of the employee's accrued but unused vacation leave except as referenced in section III (Employees Hired Prior to May 1, 2019).
- H. Failure to provide notice, as outlined in B and C above, or failing to remain employed, as

outlined in D and E above, will result in the employee not being eligible for a vacation payout, as vacation has no cash value; the employee is not entitled to any compensation of accrued but unused vacation except as outlined in this policy.

I. The family of an employee whose service ends due to death will receive a payout of the employee's accrued but unused vacation leave as outlined by Wisconsin Law.

**VIII. Minimum and Maximum Vacation Length**

A. The minimum vacation increment that can be used by all employees is one-hour. Supervisors may require a higher minimum vacation increment based on business needs.

B. The maximum length of vacation to be taken at one time is two-weeks unless preapproved by the direct Supervisor and/or the Division/Department Head.

**IX. Length of Time to Use Vacation/Vacation Carry Over**

A. Vacation is intended to be used each 12-month period before the employee's next anniversary date; however, the Library realizes this is not always possible. Employees may carry over a maximum of 40 hours of unused vacation time per 12-month period. Unused vacation hours up to 40 hours will be automatically carried over in the HRIS system.

B. Up to an additional 40 hours of unused vacation time per 12-month period can be approved for carryover by the Department/Division Head and the approval provided to the Library Administrator and Human Resources. These 40 hours must be used within 90 days of the anniversary date.

C. Any additional unused vacation is not eligible for carryover and is forfeited.

**X. Records**

A. All employees vacation balances will be listed in their accruals section of the HRIS. Employees are responsible for submitting their vacation into the system for approval and for checking on the accuracy of the accrual balances. If an employee has a question about the accuracy of the vacation balance, they should contact their immediate supervisor.