

POLICY TITLE: Vacation

ADOPTED/LAST REVISION: 6-13-00, 4-10-12

- A. All vacations shall be based on the employee's anniversary date of hire, and shall be accrued according to the following schedule:

Non-Management Employees

- 6 months to 12 months of service -- 1 week vacation
- 1 year of service --- 1 week vacation
- 2 years of service --- 2 weeks vacation
- 7 years of service --- 3 weeks vacation
- 14 years of service --- 4 weeks vacation
- 20 years of service --- 5 weeks vacation

Management Employees (Supervisors and Director)

- 6 months to 12 months of service -- 1 week vacation
- 1 year of service --- 3 weeks vacation
- 10 years of service --- 4 weeks vacation
- 17 years of service --- 5 weeks vacation

- B. A weeks vacation pay shall be computed on the basis of a 40 hour week at the employee's normal rate of pay. Any changes in earning levels or length of service will require employees to earn pro-rated vacation benefits based upon actual months worked.
- C. All vacation requests must be submitted through the employee's immediate supervisor for approval. The minimum vacation period shall be one-half day. Approval of vacation requests is dependent upon the library's ability to continue adequate operations during staff absence.
- D. Termination of Employment
 - 1. Non-probationary employees who give at least two weeks prior notice to quitting and employees whose service is being terminated due to discharge, death, or retirement shall receive all earned vacation based upon actual months of service. If an employee's service is terminated before the 15th of the month, he/she shall not receive credit for such month; however if on or after the 15th of the month, credit for a full month shall be credited toward the pro-rated vacation allowance.

A probationary employee who is terminated or resigns during the probationary period is not eligible for pro-rated vacation/holiday payout. In instances where an employee has used more than the pro-rated amount of personal holidays, the Library will deduct this amount from the employee's last payroll check.

2. Upon termination, the employer, at the employee's option, shall deposit any eligible unused accumulated vacation in the Post Employment Health Plan (PEHP) administered by the Public Employees Benefit Services Corporation (PEBSCO) to pay for future health insurance premiums. To be eligible to participate, the employee must have worked for the Library/City for twenty (20) consecutive years and also be eligible and accepted to receive an annuity under the Wisconsin Retirement System (WRS). The value of the amount placed in PEHP shall be determined using the employee's current level of compensation at the date of termination or disability.

- E. Vacation time allocated, but not utilized before an employee's anniversary date, will be lost and not compensated. In unusual circumstances an employee may make a written request through the immediate supervisor to the Library Director for a limited extension.
- F. Minimum Vacation Length: The minimum vacation period shall be one-half day.
- G. All employees are required to maintain records of all absences on time cards. Employees are responsible for tracking their vacation balance. Questions about the accuracy of vacation balances may be verified with the Library's Administrative Assistant.

Reference: City Policy 3.510