

POLICY TITLE: Temporary Part-Time Leave Allowances

ADOPTED/LAST REVISION: Adopted 3/19/2026

The Everett Roehl Marshfield Public Library recognizes that all employees need leave to rest, relax, and to address personal matters. For employees who are classified as Temporary Part-Time employees (whose schedules are typically under 20 hours/week and do not accrue leave time), the library will try to accommodate requests for time off as long as they align with library staffing needs and do not exceed leave limitations placed on benefitted employees.

I. Eligibility

- A. This policy applies to Temporary Part-Time employees at the Everett Roehl Marshfield Public Library.
- B. Temporary Part-Time employees are eligible for annual unpaid leave based on their length of service as outlined in section II (Leave Schedule).
- C. Temporary Part-Time employees’ leave eligibility 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. Normal non-scheduled days do not apply to this policy.

II. Leave Schedule

- A. Leave time for Temporary Part-Time employees will be given based on the following schedule.
- B. Increased leave time will occur on the anniversary date following one year of service.

Temporary Part-Time Employees Annual Leave Eligibility

	Scheduled 9 hours/week	Scheduled 10 hours/week	Scheduled 12 hours/week	Scheduled 16 hours/week
Date of Hire (3 days)	9 hours/year	10 hours/year	12 hours/year	16 hours/year
After one year (6 days)	18 hours/year	20 hours/year	24 hours/year	32 hours/year

IV. Computation of Leave Time

- A. Leave eligibility is computed based upon the FTE status they were hired. As an example: If an

employee is a 0.3 FTE, the employee will be eligible for 3/10th of a full-day.

V. Requests for Leave

A. All Temporary Part-Time employees shall submit in advance, their requests for approval by their immediate supervisor.

B. Requests will be evaluated based upon a number of factors, including department operating and staffing requirements. The Supervisor will approve or may deny the request and will provide an explanation for any denial of leave to the employee.

VIII. Minimum and Maximum Leave Length

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

B. The maximum length of leave to be taken at one time is 8 days unless preapproved by the direct Supervisor and the Library Director.

IX. Length of Time to Use Leave Time

A. Any unused leave time is not eligible for carryover at the end of the anniversary year is forfeited.

X. Records

A. Supervisors are responsible for tracking their Temporary Part-Time employees' use of eligible leave.