

Vacation and Holiday Policy

For vacation/ holiday purposes, permanent part-time employees of the library are defined as working a minimum average of 20 hours per week.

When an employee has been actively employed for one year and has met the requirements for the permanent part-time classification they are eligible for paid vacation upon their anniversary date of hire as follows:

1. After one year of continuous service they will be granted five days based on the average hours employed each week.

2. After two years of continuous service and thereafter they will receive ten days of vacation per year, based on the average number of hours employed each week.

3. After three years of continuous service and thereafter they will receive fifteen days of vacation per year, based on the average number of hours employed each week.

4. They will be granted holiday pay for a holiday that falls on their regularly scheduled day. Those holidays, according to City of Clarion personnel policies, are as follows:

Christmas Day, Independence Day, Labor Day, Memorial Day, President's Day, New Years Day, Thanksgiving Day, day after Thanksgiving, Veterans Day. With one floating holiday to be taken at their discretion.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Employees whose normal schedule includes weekends will observe an alternative holiday as negotiated with their supervisor.

5. They will be granted two personal days per year.

It is the responsibility of the supervisor to schedule vacation in cooperation with their employees, to ensure that the permanent part-time employees of the library receive paid vacation, and that there is adequate coverage at the facility. Vacation preferences will be granted subject to the staffing needs of the library. Vacation should be scheduled at least one week in advance whenever possible.

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Reviewed and approved
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