



The Boyertown Community Library

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Vacation, Personal Illness and Personal Business Policy For Exempt and Non-Exempt Employees

1. Scope

The scope of this policy is limited to those employees considered to be EXEMPT as well as those who are NON-EXEMPT per the federal Fair Labor Standards Act (FLSA).

2. Purpose

2.1 Vacation

With regard to vacation, the purpose of this policy is to define the amount of and method by which vacation can be accrued by an employee. The policy will also define the criteria an employee must meet to accrue vacation.

2.2 Personal Illness

With regard to personal illness, the purpose of this policy is to define the number of days for which an employee will be paid during personal illness. The policy will also define the criteria an employee must meet to be paid during personal illness.

2.3 Personal Business

With regard to personal business, the purpose of this policy is to define the number of days for which an employee will be paid for personal business. The policy will also define the criteria an employee must meet to be paid for personal business. An example of Personal Business is the need to have a repair done at home.

3. Vacation Policy

3.1 Newly Hired Employees

Employees are eligible to take five (5) vacation days after one (1) year of employment.

3.2 Vacation Scheduling

Employees eligible for vacation are required to schedule that vacation at least thirty (30) days in advance to allow the scheduling of other employees. Should an unexpected event make it necessary for the employee to request vacation less than thirty (30) days in advance the employee is required to inform their supervisor as soon as possible prior to the days to be taken off.

3.3 Vacation Increments

Employees may take vacation in a minimum of one (1) hour increments.

3.4 Vacation Carry-over

Employees may not carry-over vacation days to the following year. Employees may request an exception to this item. Exceptions must be in writing to the Board of Trustees at least 2-months prior to the need to carry over the vacation. Exceptions will be handled on an individual basis.

3.5 How Vacation is Earned

Vacation will be earned as follows:

<u>Years Employed</u>	<u>Vacation Accrued</u>
1 – 2 Years	1 week
3 – 6 Years	2 weeks
7+ years	3 weeks

3.6 Vacation Pay-Out Upon Employee Resignation/Termination

If an employee resigns their position they are encouraged to take any accrued vacation prior to their last day of employment. Employees will not be paid for unused vacation at the end of employment.

4. Personal Illness Policy

4.1 Newly Hired Employees

Newly hired employees are not eligible to take paid personal illness leave until after they have successfully completed their probation period of ninety (90) days. At the end of the probation period they will be credited with five (5) days of paid personal illness leave.

4.2 Personal Illness Notification

Employees should notify their supervisor at the earliest possible time as to their not attending work on a specific day due to personal illness.

4.3 Personal Illness Increments

Employees may take time off due to personal illness in a minimum of one-half ($\frac{1}{2}$) day increments.

4.4 Personal Illness Carry-Over

Personal illness time is **NOT** available to be carried over from year to year.

4.5 How Personal Illness Time is Earned

Employees will be allotted up to 5 days personal illness after they have successfully completed their probation period of ninety (90) days.

4.6 Catastrophic Illness

Catastrophic events will be handled on an occurrence basis. Paid catastrophic illness time may be adjusted based upon the employee's years of service and other factors as determined by the Board of Trustees on an individual basis.

4.7 Personal Illness Pay-out Upon Employee Resignation or Termination

Personal illness time will **NOT** be paid upon resignation or termination for any employee.

5. Personal Business Policy

5.1 Newly Hired Employees

Newly hired employees are not eligible to take paid personal business until after they have successfully completed their probation period of ninety (90) days. At the end of the probation period, they will be credited with two (2) days of paid personal business.

5.2 Personal Business Notification

Employees should notify their supervisor at least one (1) week in advance whenever possible of the intent to take time off for personal business.

5.3 Personal Business Increments

Employees may take time off due to personal business in a minimum of one-half ($\frac{1}{2}$) day increments.

5.4 Personal Business Carry-over

Personal business time is **NOT** available to be carried over from year to year.

5.5 How Personal Business Time is Earned

Employees will be allotted up to two (2) days personal business after they have successfully completed their probation period of ninety (90) days.

5.6 Personal Business Pay-out Upon Employee Resignation or Termination

Personal business time will **NOT** be paid upon resignation or termination for any employee.

6. Bereavement

Employees will be provided the following number of days of paid time off in the case of the death of the following family members:

Three (3) days:

- Spouse;
- Parent;
- Child;
- Grandchild;
- Grandparent;
- Spouse's parent;
- Spouse's grandparent;
- Brother;
- Sister.

One (1) day:

- Cousin;
- Aunt;
- Uncle
- Niece;
- Nephew;
- Brother-in-law;
- Sister-in-law;
- Great-grandparent;
- Grandparent-in-law;
- Great Aunt;
- Great Uncle;

Any exception to this policy is at the discretion of the board.

7. Inclement Weather

All non-exempt employees will be paid for their regular hours if the library is closed for inclement weather or disaster. Exempt employees will NOT be paid if the library is unexpectedly closed. Any exception to this policy is at the discretion of the board.

8. Abuse of Policy

Any employee found to be abusing any provision of this policy (e.g. claiming personal illness time while taking vacation) will be disciplined up to, and including, terminated.

9. Time Card Notations

The following notations should be used on time cards along with the number of hours applied.

Vacation	V
Personal Illness	PI
Personal Business	PB
Bereavement	B
Snow	S

Approved 14 October 2009
Reviewed and amended 12 December 2012
Reviewed and amended 9 March 2016
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