



VACATION POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding usage of earned vacation.

Policy:

All regular full-time employees shall receive vacation benefits, as indicated in the following table, unless otherwise stipulated in an employment agreement or in a collective bargaining agreement. All regular part-time employees shall receive vacation benefits on a prorated basis according to their normal work schedule.

Table Of Vacation Benefits:

Years of Service	Annual Paid Vacation
Date of Hire-6	2 weeks
7-13	3 weeks
14-19	4 weeks
20-23	5 weeks
24 or more	6 weeks

*New hires will receive a pro-rated amount of vacation on their day of hire. Employees who terminate their employment within the first year will have the vacation given to them on their date of hire prorated, based upon their last day of employment.

For vacation purposes, all employees will have a common anniversary date of January 1st of each year. Employees who have an actual anniversary date of hire which qualifies them for an additional week's vacation will receive that week effective on January 1st of the anniversary year.

For those employees who negotiated an immediate vacation benefit upon date of hire, or are new hires who receive an immediate date of hire pro-rated vacation benefit, these vacation benefits are earned in the year they are credited. For those employees who were credited vacation based upon work performed in the previous year, upon termination of employment they will receive a prorated vacation entitlement for the year of termination in addition to any accrued (earned) vacation time to date. Only earned unused vacation will be paid out at the time of termination. Vacation may be taken at any time in the year in which it is earned.

Procedures:

1. Employees must provide their supervisor with advance notice, according to departmental policy, when utilizing vacation time. A minimum of 24 hours' advance notice is preferred.
2. Vacation may be used in no less than one-quarter (1/4)-hour increments for all employees.
3. Each supervisor shall determine the number and classification of employees on vacation at any one time. Employees shall make their vacation request to their immediate supervisor. Vacation scheduling will be according to Departmental policy, and all vacations are subject to the approval of the Library Director.
4. No employee shall earn vacation credit during a month when the employee is absent without pay or suspended without pay.
5. All unused vacation and accrued vacation will be paid upon termination with the employee's final pay.
6. If, due to the common anniversary date of January 1, a terminating employee has taken more than the prorated vacation credit in the year of termination, any excess vacation taken will be deducted from final pay due to the employee.
7. Vacation is to be used in the year credited, with the exception that a maximum of two weeks' unused vacation may be carried to the next calendar year. Any amount in excess of two weeks will be lost.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.