

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 217**

#### **Subject: Paid Time Off (PTO)**

Salaried and full-time employees shall earn PTO (1 day = 8 hours) on a monthly, prorated basis in accordance, beginning after the first anniversary of employment, with the following schedule:

|  |         |
|--|---------|
| One (1) year through four (4) years full time of service | 16 Days |
| Five (5) years or more of full time of service           | 21 Days |

Part-time employees shall earn PTO (1 day = 8 hours) on an accrual basis of 208 hours worked beginning after the first anniversary of employment.

Employees are expected to use their earned PTO. Employees will not be allowed to "carry over" PTO to the next year.

Holidays are not counted against PTO, and additional time will be available without pay at the discretion of the Library Director if requested by staff. If the Library Director requests additional PTO, it is the responsibility of the Library Board of Trustees to approve the request.

All employees must submit for approval in writing to the Library Director (in the case of the Director to the Library Board) requests for PTO.

Employees shall be entitled to take their PTO when they request except in the case of conflict which would create a staffing problem at the Library. In the event of a conflict, approval of requests will be based on staffing needs and past patterns of using PTO. PTO can be taken in increments of 30 minutes.

Upon termination of employment, regardless of reason, there will be NO payment to the employee for unused PTO.

Contract employees are exempt from this policy. Full time employees having served 10 years or more of service at the time of the adoption of the latest policy amendment will retain 26 days vacation annually as previously allowed.

**ADOPTED:** February 12, 2002

**REVIEWED:** September 10, 2002, November 9, 2006, December 9, 2010, October 10, 2013  
September 14, 2017; January 24, 2020

**AMENDED:** August 12, 2005, December 14, 2006, December 9, 2010, November 14, 2013  
February 13, 2020.