

## HAMMOND PUBLIC LIBRARY

Hammond, Indiana

### BP 4114 EARNED TIME

On January 1 of each year, non probationary employees of record, not on layoff status will be credited with earned time which is the combined time off, earned the previous year, in accordance with the following:

- a. Three personal business days
- b. Ten, fifteen, sixteen, seventeen, eighteen, nineteen or twenty vacation days
- c. Twelve days sick leave

A pro-rated amount, based on regularly scheduled hours, will be credited to all part-time employees.

New employees, hired after January 1 of the current year, will be credited with earned time (upon successful completion of a probationary period) until the end of the current year. This is time to be used as earned time in the coming year after the one year anniversary date.

There will be no credit given for vacation, sick leave or personal days during an unpaid leave of absence after 76 hours. (A prorated amount will be used for part time employees.) An employee will receive credit for vacation, sick leave or personal days as long as the employee is working on the 15<sup>th</sup> of the month.

#### PERSONAL BUSINESS DAYS

Three days (pro-rated for part-time employees) are granted to full-time employees on record, not on lay-off status, on January 1 of each year.

#### VACATION DAYS

The vacation year is defined as beginning January 1 and ending December 31, with time which is accrued in the current year to be used as earned time in the coming year.

##### Librarians

Employees with a Grade Six (6) designation or above who have the title of Librarian or occupy a Management position Grade Eight (8) or above will receive 20 days vacation after 1 year.

##### Support Staff

Employees with one (1) through five (5) years of service are granted ten (10) regular working days annually as paid vacation.

Employees with six (6) through ten (10) years of service are granted fifteen (15) days vacation.

Employees with more than ten (10) years service will be granted one additional day of vacation each year, for a maximum of twenty (20) regular working days annually as paid vacation.

All vacation benefits listed will be pro-rated based on regularly scheduled hours for part-time employees.

Legal holidays observed by the Library which fall within an employee's vacation will not be charged against the vacation.

#### SICK DAYS

Twelve (12) sick days are credited on January 1 of each year to non-probationary employees of record, not on layoff status, to be used as earned time in the coming year.

BP 4114 EARNED TIME (continued)

The combined total hours which are earned the previous year (January - December) and credited on January 1 of the current year is as follows:

Librarians

Full-time employees with a Grade Six (6) designation or above who have the title of Librarian or occupy a Management position Grade Eight (8) or above will receive 267 hours per year. A prorated amount for part time.

Support Staff

1. Full-time employees with one (1) through five (5) years of service will receive 191 hours per year. A prorated amount for part time.
2. Full-time employees with six (6) through ten (10) years of service will receive 229 hours per year. A prorated amount for part time.
3. Full-time employees with eleven (11) years of service will receive 237 hours per year. A prorated amount for part time.
4. Full-time employees with twelve (12) years of service will receive 245 hours per year. A prorated amount for part time.
5. Full-time employees with thirteen (13) years of service will receive 253 hours per year. A prorated amount for part time.
6. Full-time employees with fourteen (14) years of service will receive 261 hours per year. A prorated amount for part time.
7. Full-time employees with fifteen (15) years of service will receive 267 hours per year. A prorated amount for part time.

Earned time may be used by the employee as time off for whatever reason.

Earned time may be used in not less than 15 minute increments.

The employee will use earned time and sick bank time before taking an unpaid leave of absence unless the employee elects not to use earned time or sick bank time.

Once earned time has been approved by the Director, it cannot be rescinded except by mutual agreement between the employee and her immediate supervisor.

SEPARATION FROM EMPLOYMENT

On separation from employment (given four (4) weeks notice for librarians and management and two (2) weeks notice from other staff), employees will be compensated for time worked in the current year as follows:

BP 4114 EARNED TIME (continued)

Librarians

Full-time employees with a Grade Six (6) designation or above who have the title of Librarian or occupy a Management position Grade Eight (8) or above will receive 22.25 hour per month. A prorated amount for part time.

Support Staff

1. Full-time employees with one (1) through five (5) years of service will receive 15.92 hours per month. A prorated amount for part time.
2. Full-time employees with six (6) through ten (10) years of service will receive 19.08 hours per month. A prorated amount for part time.
3. Full-time employees with eleven (11) years of service will receive 19.75 hours per month. A prorated amount for part time.
4. Full-time employees with twelve (12) years of service will receive 20.42 hours per month. A prorated amount for part time.
5. Full-time employees with thirteen (13) years of service will receive 21.08 hours per month. A prorated amount for part time.
6. Full-time employees with fourteen (14) years of service will receive 21.75 hours per month. A prorated amount for part time.
7. Full-time employees with fifteen (15) years of service will receive 22.25 hours per month. A prorated amount for part time.

No earned time will be granted to an employee who is dismissed for cause. No earned time will be granted to an employee who does not complete his/her probationary period.

SICK BANK TIME

An unused earned time at the end of the current year will be credited to the employee's sick bank time, which may accumulate without limit.

Unused sick bank time will not be paid upon separation from employment.

The Director may request a doctor's statement when absence exceeds 5 consecutive days.

Sick Bank time may be used for medical reasons for family members. The definition of family is parent, sibling, spouse, child, grandchild, mother/father-in-law, brother/sister-in-law, or other relative or friend with whom the staff member has a mutually acknowledged relationship as the above.

The Director may request a doctor's statement when absence exceeds three consecutive scheduled working days when days are requested for family members from employee's sick bank time. Sick bank time is not intended to be used for long term care of family members. A request for extended use of sick bank time for family

members will be considered by the Director. It will be at the Director's discretion to approve or not approve use of sick bank days for a long term (more than 3 consecutive days) illness of a family member.

BP 4114 EARNED TIME (continued)

All requests for leave beyond earned time and accumulated sick leave shall be made in writing to the Director in time for consideration by the Board of Trustees at a regular meeting. The Director shall submit a recommendation to the Board of Trustees. The Director may grant leaves that are needed between Board Meetings. Final approval will be given at a regular Board Meeting.

When total earned time is depleted the remaining pre-approved earned time off becomes null and void.

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Correspondent Administrative Regulation 1200