

HELEN M. PLUM MEMORIAL LIBRARY

P-9 Personal Time

Adopted by the Library Board of Trustees, August 20, 2024.

Personal time is granted at the beginning of each calendar year and expires at the end of each calendar year. Personal time does not carry-over into the subsequent year.

Requests for personal time should be submitted as early as possible to accommodate the scheduling needs of the department. Personal time off requests will be approved by the employee's manager.

Full-Time Employees

Three days (22.5 hours) personal time will be granted to full-time employees. For new full-time employees in the first calendar year of employment, the following will apply:

Hire Date Range	Personal Time Granted
January 1—April 30	22.5 Hours
May 1—September 30	15 Hours
October 1—December 31	0 Hours

Eligible Part-Time Employees (working 1000 hours or more annually)

One day (7.5 hours) personal time will be granted to eligible part-time employees. For new eligible part-time employees, the following will apply:

Hire Date Range	Personal Time Granted
January 1—September 30	7.5 Hours
October 1—December 31	0 Hours

Non-eligible Part-Time Employees (working less than 1000 hours annually)

Four hours personal time will be granted to non-eligible part-time employees. For new non-eligible part-time employees, the following will apply:

Hire Date Range	Personal Time Granted
January 1—September 30	4 Hours
October 1—December 31	0 Hours

Changes in Employee Classifications

For employees with more than one year of service, personal time will be adjusted to the applicable rate for an employee's updated classification. For employees with less than one year of service, personal time will be determined based on their initial date of hire and their updated classification.

Termination of Employment

Upon voluntary or involuntary termination, no payment will be made for unused personal time.