

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 305

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VACATION POLICY

Reviewed 3/06

Revised 8/06

Revised 09/14

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**Amount of Vacation Allowance**

The amount of vacation allowance granted to eligible employees is based on classification of position and length of employment. The vacation allowance for full-time regular employees is as follows:

<b><u>Classification</u></b>	<b><u>Yearly Vacation Rate</u></b>	<b><u>Accrual Vacation Rate</u></b>
Exempt	22 days per year	5.92 hours per pay period (biweekly)
Non-exempt for the first three years of employment	15 days per year	4.04 hours per pay period (biweekly)
Non-exempt after third year of employment	22 days per year	5.92 hours per pay period (biweekly)

**Eligibility**

The above schedule applies to full-time regular employees.

Part-time employees (working less than 35 hours per week) earn paid vacation time prorated to the 35-hour week according to length of employment service and classification of position.

Temporary and Contracted employees are not eligible for paid vacation time.

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**Accrual**

Vacation days are accrued and calculated on a bi-weekly basis.

**Scheduling**

Vacation days are accumulated on a fiscal year basis (September 1 - August 31).

Unused vacation days may not be carried over from one fiscal year to the next.

Unused vacation days will be transferred to the employee's sick leave account as of August 31 of the current fiscal year.

Employees may take their vacation at any time during the year that is approved by the employee's supervisor. If two employees wish to take their vacations at the same time and this is impractical for the unit, it is left to the discretion of the supervisor. Employees should make vacation requests far enough in advance to enable the supervisor to plan for efficient operation of the department or unit.

**Advance Paychecks**

Advance paychecks are granted for emergencies not to exceed (2) two times per fiscal year. To receive an advance, an employee must obtain approval from their supervisor then Human Resources. An advance would then be provided in the paycheck prior to going on vacation. An employee is not allowed to receive vacation pay and not take vacation time.

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**Illness or Holidays During a Vacation**

Payment for sick leave is not granted during vacation except in cases of illness of more than three days. Medical certification of the illness is required and must be presented immediately upon the employee's return from vacation.

If a holiday falls within an employee's vacation time, that day will not be charged against the employee's vacation, but will be counted as a paid holiday.

**Advancing Vacation**

In most instances, the amount of vacation time taken cannot exceed the amount of vacation time, which has already been earned. The ALA Executive Director may, at his/her discretion, advance up to five (5) vacation days to employees who have been employed by ALA for at least two years.

**Vacation Pay Upon Termination**

When employment ends for a regular employee, they will be paid for all vacation accrued but unused at the time of termination. Vacation pay given to terminating employees will be given as a lump sum payment on their final pay check. In the event of an employee's death, their vacation will be paid to their estate.

Employees on unpaid leave of absence, either personal or medical, do not accrue vacation

See Policy No. 309 for a statement of vacation accrual during a leave of absence.

See Policy No. 801 for a statement regarding resignation.

See Policy No. 805 regarding unused vacation pay at termination.