

AGENDA

Henika District Library
Finance Committee Meeting
March 22nd, 2023 at 1:30 pm

I. Call to Order

Members Present:
Members Absent:
Staff Present:
Guests:

II. Approval of Agenda

III. Approval of Previous Meeting Minutes

IV. Unfinished Business

A. Assess PTO Policy

V. New Business

A. Assess Parental Leave

VI. Around the table

VII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
November 2, 2022 at 10:30 am

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,
Maria Musgrave

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 10:30 am by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of Previous Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Assess Salary and Wage Policy
 - i. Bakovka provided wage comparisons for Class 3 and Class 4 libraries in our area that also offer benefits. The Finance Committee reviewed the data, as well as the Henika District Library Salary and Raise Policy, current Henika District Library staff wages, and projections of Henika District Library staff wages for 2023. The approved budget for FY 2023 can support employee raises, with payroll budgeted at \$200,000. Discussion ensued.
 - ii. The Finance Committee agreed to make the following recommendations to the Board at the next regular meeting:
 1. Rename the Circulation Clerk position to Circulation Supervisor to better reflect the additional duties required of this position.
 2. Update the Salary and Raise Policy as follows:
 - a. Change the wage ranges to the following:
 - i. Director: \$47,000 to \$60,000 annually
 - ii. Department Supervisor: \$38,000 to \$45,000 annually
 - iii. Circulation Supervisor: \$15 to \$18 per hour
 - iv. Circulation Assistant: \$13 to \$16 per hour
 - v. Page: \$12 to \$15 per hour

- b. At the end of the paragraph regarding raises, add "At the director's discretion, raises of greater than 5% can be given with Board approval. Director raises are given by Board approval."
 - c. In the section regarding bonuses in lieu of a raise, remove "as follows: For Full Time Employees: \$250 - \$1000 based on performance. For Part Time Employees: \$125 - \$500 based on performance."
 3. Propose a \$150 Visa gift card be given to each staff member as a holiday gift.

V. New Business

- a. Assess PTO Policy
 - i. Tabled for discussion at a later date.

VI. Around the Table

- VII. Adjournment of the meeting motioned by Marsh and seconded by Augustin.
Meeting adjourned at 12:05 pm.

Henika
Current

PERSONNEL POLICIES

PERSONNEL POLICY

PAID TIME OFF (PTO)

PTO will be given to all employees working an average of 20 hours or more per week who have completed a 90 day probationary period beginning with the first official day of employment. This amount will be prorated based upon the first official day of employment for the first year. PTO for following years will be given at the start of each new fiscal year. The number of hours granted for each "week" of PTO will be the same as the average number of hours said employee works per week.

- Five weeks annually for the first four years of service.
- Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Seven weeks annually from the tenth year on.

At least two weeks of PTO must be used each calendar year. Additional unused PTO will be rolled over to the following year. PTO may accumulate up to 12 weeks. When employment is terminated by the library or the employee, the employee will not be compensated for the balance of their accumulated PTO.

Employees using PTO must give notice to the Director and gain approval ahead of time. All PTO usage must be noted on the timesheet for that pay period.

PAID HOLIDAYS

Full time staff will be paid for an 8 hour workday when the library is closed to observe a holiday as listed in the Holidays Policy. Part time library staff will be paid for their regularly scheduled hours.

RETIREMENT

Full time employees will be provided a retirement program as covered by the Municipal Employee's Retirement System (MERS). For detailed information regarding the exact program of the Henika District Library, see the library director.

HEALTH INSURANCE, SICKNESS AND ACCIDENT INSURANCE

Henika District Library provides employer funded health, vision, and dental insurance through for full-time employees and their dependents. Henika District Library also provides disability and workman's compensation for full-time employees. If an employee elects not to accept said benefits, no remuneration will be given in lieu of said benefits.

Because of the size of the insurance group, COBRA laws do not apply to continued coverage in the event of termination or resignation. Health insurance benefits will terminate at the end of any month in which the employment relationship is ended, except in the event that an employee becomes disabled.

DISABILITY

In the event that a salaried employee becomes disabled due to non-job-related illness or injury the following conditions will take effect beginning the first day of disability:

Henika
Current

CREDIT CARD POLICY

Permitted Use

Use of the Library credit card is granted to the Director, the Youth Services Supervisor, and the Circulation Supervisor solely for the purchase of goods and services pertinent to library operations.

All receipts must be given to the director.

Individual Responsibility

Credit card holders are responsible for the protection and custody of the Library's credit cards while in their possession. If a credit card is lost or stolen the cardholder must immediately notify the credit card company and the Director.

Credit card holders must immediately surrender their credit cards upon leaving the employ of the Henika District Library.

Accounting

The Director will match receipts and vouchers against the monthly statement before paying the credit card company. Any unauthorized or suspicious charges will be fully investigated by the Director.

Unauthorized Charges

Any charges that are found to be inappropriate, unauthorized, or made contrary to the Credit Card Policy of the Henika District Library shall be charged to the individual who made the charges. If necessary, disciplinary measures, including termination of employment, will be taken.

Authorized Credit Limit

The total combined authorized credit limit of all credit cards issued by the Henika District Library shall not exceed the amount permitted by state law, which is five (5%) percent of the library's total operating budget.

State Law

Notwithstanding the terms of the aforesaid Credit Card Policy, all charges made pursuant to the Credit Card Policy shall also be subject to the terms of Public Act 266 of 1995 of the State of Michigan, as it may be amended. This Credit Card Policy is issued in accordance with such Act, and nothing herein shall be deemed to supersede the provisions of such Act. In the event of any discrepancy between this Credit Card Policy and such Act, such Act shall be controlling.

Adopted: 11/18/04

Revised: 1/10/19

FAMILY AND MEDICAL LEAVE

Employees who have worked for the library for at least a full year, and have worked an average of at least 25 hours per week during that time, are eligible to take up to 12 weeks unpaid family and medical leave for one or more of these purposes:

- Because the employee's own serious health condition makes the employee unable to work
- To care for a spouse, child, or parent who has a serious health condition, or
- To care for a newborn, newly adopted child, or recently placed foster child.

Leave Available

Eligible employees may take up to 12 weeks of unpaid leave per calendar year for any of the above purposes. For purposes of calculating available family and medical leave, the year starts when the disability first occurs.

Notice Requirements

Employees are required to give notice at least 30 days in advance of their need for a family and medical leave, if their need for leave is foreseeable. In emergencies and unexpected situations, employees must give as much notice as is practicable under the circumstances.

Reinstatement Rights

When an employee returns from an approved family and medical leave, he/she has the right to return to his/her former position, except:

The employee has no greater right to reinstatement than he/she would have had if he/she had not been on leave. If an employee's position is eliminated for reasons unrelated to the leave, for example, the employee has no right to reinstatement.

Substitution of Paid Leave

An employee who has unused paid time off may use these benefits to receive pay for all or a portion of family and medical leave.

Medical Certification

Employees must provide a doctor's note certifying the need for leave. In some cases, the library may ask employees who take leave because of their own serious health condition to provide a fitness-for-duty report from their doctors before they return to work.

Intermittent Leave

If an employee will need to take family and medical leave on an intermittent basis, the employee will be allowed to do so as long as the total leave taken does not exceed 12 weeks per calendar year.

Health Insurance During Leave

The employee's health insurance benefits will continue during leave.

Adopted: 2/14/13

Revised: 1/10/19

MILITARY LEAVE

The library supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid.

When an employee's military leave ends, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must tell their supervisor as soon as possible that they will need to take military leave. An employee whose military service has ended must return



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These and other useful resources are available with a FREE Practice Point Trial. Experience the future of legal practice.

Practical Law:

- Vacation Pay State Laws Chart: Overview
- State Direct Deposit and Payroll Card Laws Chart: Overview

Westlaw Forms:

- The Process of Developing an Employee Handbook
- Code of Ethics/Conflict of Interest Policy

Westlaw Secondary Sources:

- Employee Handbooks- Enforceability
- Policy Statement

Vacation Pay State Laws Chart: Overview

by Practical Law Labor & Employment

Maintained • USA

A 50-state survey of paid vacation law. This Chart identifies state laws addressing paid vacation, including whether paid vacation constitutes wages for wage payment purposes, whether use-it-or-lose-it vacation policies are prohibited, and requirements for the payment of accrued, unused vacation to employees at termination.

No federal or state law requires employers to provide paid or unpaid vacation time to employees. However, many employers choose to do so to remain competitive and enhance employee wellness and morale.

If an employer offers paid vacation, it must comply with applicable state law. For example, some states treat vacation pay as wages for purposes of wage payment requirements.

This 50-state survey (including the District of Columbia) identifies:

- **Vacation pay statutes.** No state requires employers to offer paid (or unpaid) vacation, but when paid vacation is available, those payments may be restricted by state labor and employment statutes.
- **Use-it-or-lose-it vacation policies.** State statutes often do not address whether employers can require the forfeiture of accrued vacation time that is not used by a specified date. However, some states expressly prohibit these use-it-or-lose-it policies.
- **Payment of accrued, unused vacation on termination.** State laws vary regarding whether accrued, unused vacation must be paid on termination of employment.

Paid (and unpaid) vacation is a mandatory **subject of collective bargaining** in a unionized workplace and may be governed by a collective bargaining agreement (CBA). The effect of CBAs on the treatment of vacation pay is not

<p>Michigan</p>	<p>Vacation provided under a written contract or policy is considered a fringe benefit and not wages (<i>Mich. Comp. Laws § 408.471(e)</i>).</p>	<p>Not addressed by state statute.</p>	<p>Employers must pay fringe benefits according to the terms of their written contract or policy and cannot withhold any payments due at an employee's termination unless the employee agrees in writing of his own free will (<i>Mich. Comp. Laws §§ 408.473 and 408.474</i>).</p>
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U.S. DEPARTMENT OF LABOR

Family and Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all public and private elementary and secondary schools, or more employees. These employers must provide an eligible employee with up to 12 weeks year for any of the following reasons:

- **For the birth and care of the newborn child of an employee;**
- **For placement with the employee of a child for adoption or foster care;**
- **To care for an immediate family member (i.e., spouse, child, or parent) with a serious**
- **To take medical leave when the employee is unable to work because of a serious**

Employees are eligible for leave if they have worked for their employer at least 12 months, at past 12 months, and work at a location where the company employs 50 or more employees w employee has worked the minimum 1,250 hours of service is determined according to FLSA p compensable hours or work.

Parental Leave Policy

I. Purpose:

The purpose of this policy is to provide staff the benefit of parental leave.

II. Eligibility:

- A. After six (6) months employment, any employee may take up to twelve (12) weeks parental leave and return to their prior position.
- B. Leave must be taken within the first year following the birth of their child, adoption or placement of a child in their home for foster care.
- C. Additional leave may be taken or work completed remotely in the case of pregnancy related disability.

III. Pay:

- A. Employees will receive 6 weeks of 100% paid leave and have the option of another 6 weeks at 50% pay.
- B. Additional leave will be unpaid.
- C. Vacation days and sick leave may be used to supplement pay during parental leave.

IV. Procedure:

A Parental Leave Request Form must be in place and approved by the board at least 4 weeks prior to the expected start of leave. This shall include:

- A. Expected dates of leave
- B. Other types of leave taken during this period
- C. Staffing changes during Leave
- D. Delegation of job duties
- E. Availability while on leave
- F. Schedule upon return

Work Policy

I. Paid Time Off

In the transition from the previous Work Policy, staff will retain any available frontloaded paid time off. They will begin accruing additional paid time off once the accrued amount surpasses the frontloaded amount made available.

Paid Time Off is available to all staff members. It may not be taken until it has been accrued. Unpaid time off will be granted if Paid Time Off is not available.

Hours worked are defined as hours actively engaged in job duties and does not include paid hours not worked (e.g. holidays, emergency closures, vacations, etc.)

Weekly hours will be determined by average hours worked at the current job title. Total paid time off taken during any week may not exceed an employee's weekly hours.

Paid Time Off must be taken in 15 minute intervals and is paid at the employee's current hourly rate.

A Time Off Request should be completed, signed, and given to the Director for requests in which the employee is able to anticipate the need. Six weeks notice is preferred, or as soon as possible after the employee becomes aware of the need. Requests will be granted in the order that they are received and may be denied due to staffing needs.

A. Vacation:

Vacation shall be accrued by hours worked and granted to the library staff on completion of the first year of service in accord with the following schedule as determined by anniversary date:

<u>Years of service</u>	<u>Hours of Vacation Granted per Hours Worked:</u>
0-2 years	1 hour for every 50 hours worked
2-8 years	1 hour for every 25 hours worked
8 or more	1 hour for every 16 hours worked

Notification of date requested for the Director's vacation shall be given to a member of the Library Board at least one week prior to the vacation date..

Earned vacation must be taken. Employees are not entitled to pay in lieu of vacation. A maximum of 1 week of vacation may be carried over at the end of the fiscal year (March 31).

II. Earned Sick Time:

Employees must notify the Director as soon as possible if they will be absent from work. This can be done by calling the library during open hours or by call or text to the Director's home.

Earned Sick Time will be accrued at a rate of 1 hour for every 25 hours worked. A maximum of 72 hours or 6 weeks may be carried over, whichever is greater. All Earned Sick Time is available to be taken during the year as soon as it has been accrued.

Earned Sick Time pay is available for:

- The employee's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury or health condition; or preventative medical care for the employee
- The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition, or preventative medical care for a family member of the employee
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by an order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or the employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Absences longer than 3 working days may require a signed note from a health care provider or other authority indicating that Earned Sick Time is necessary and providing a safe date of return. Costs will be reimbursed by the library with proper documentation of costs incurred. Documentation will be kept in a separate personnel file for confidential information.

Upon termination of employment, the accumulated sick hours will be reimbursed at ½ of the hourly wage. Earned Sick Time is not eligible to be taken in full after the last day worked.

III. Holidays:

Holidays will be determined each year at the 1st annual meeting of the Library Board of Directors. Staff will be paid for any regularly scheduled hours on holidays.

IV. Americans with Disabilities Act Accommodations Requests

The Library will provide accommodations upon request by the employee in accordance with the Americans with Disabilities Act.

V. School:

The library will pay all expenses incurred in required certification classes for all library staff who are required by law to gain such certification; including cost of class, wages (if regular work time is missed), food, lodging and transportation.

VI. Extra Work Time:

Extra work hours MUST be approved by the Library Board.

VII. Anniversary Date:

The anniversary date shall be the first day of employment.

VIII. Termination of Employment:

All employees must give the Library written notice 30 days prior to quitting or retiring or all benefits will be forfeited.

IX. Pay/Benefit Increases:

A review of each employee will be done on a regular basis (yearly) to determine changes in wages or benefits.

X. Lost Time:

After a probationary period of 6 months, the library staff will be allowed to make up lost time for sickness or personal reason. Hours must be completed before the end of the current pay period unless doing so would cause the staff member to work more than 40

City of St. Louis
Leave Time Policy

TA Cutler
Memorial
Library

Personnel Policy Number: 7.1 (page 1 of 6)
Effective Date: September 2, 2014
Policy Regarding: Family Medical Leave Act

- I. General Purpose: This policy establishes the rights and obligations of the City of St. Louis and its employees with respect to leave necessary for the medical care of employees and their families.
- II. Qualification For Leave: Employees must have been employed for at least twelve (12) months and have worked at least 1,250 hours in the year preceding the date the employees seek to start the leave.
- III. Available Leave: Eligible employees are entitled to take up to twelve (12) weeks of leave during any twelve (12) months period, measured backward from the date on which the leave is to begin, for the following purpose.
 - A. Child Care – Leave may be taken because of the birth, adoption, or foster-care placement of a child in order to care for the child.
 - 1) Child care leave must be concluded within twelve (12) months from the date of the birth, adoption or foster-care placement.
 - 2) Child care leave may be taken intermittently.
 - 3) Parents who are both employees of the City and who are eligible to take leave are entitled to take a combined twelve (12) weeks of leave for child care purposes under this paragraph.
 - 4) Employees who anticipate taking leave under this paragraph are required to provide notice of their intent at least thirty (30) days prior to the date leave is anticipated to begin, or such notice as is practicable if leave becomes necessary before such 30 day notice may be given.

**City of St. Louis
Leave Time Policy**

Personnel Policy Number: 7.1 (page 4 of 6)
Effective Date: September 2, 2014
Policy Regarding: Family Medical Leave Act

D. Qualified Exigency Leave – An employee may take up to twelve (12) weeks of FMLA leave for a “qualifying exigency” that arises when a spouse, parent, or child is on or has been called to active duty. The availability of this twelve (12) weeks of qualifying exigency leave will be based upon the “rolling” twelve (12) month period described above. A qualified exigency leave can be taken for: (1) Short-Notice Deployment; (2) Military Events, (3) Childcare and School Activities; (4) Financial and Legal Arrangements; (5) Counseling; (6) Rest and Recuperation; (7) Post-Deployment Activities; and (8) Other events that arise out of the active duty or military call-up, where the employer and employee agree that such leave shall qualify as an exigency and agree to the timing and duration of the leave. The employee will be required to provide certification of a qualifying exigency leave, on the first occasion that an employee requests such leave.

E. Failure to Provide Required Certifications – Failure to provide the certifications required under this paragraph may result in denial of the leave or the request for leave on an intermittent basis.

IV. Eligible employees will be required to use available paid leave time as part of their FMLA leave. In most cases the maximum leave available under this policy is twelve (12) weeks of a combination of paid and unpaid leave.

A. Child or Family Care – Employees taking leave upon the birth or adoption of a child, or placement of a foster child under paragraph IIIA above, or for the care of a son, daughter, spouse, or parent under paragraph IIIB above, must use accrued vacation or personal leave as part of their FMLA leave.

B. Self Care – Employees unable to perform the essential functions of their job and who take leave under paragraph IIIC above, must use accrued vacation, personal, and sick leave as part of their FMLA leave.

**City of St. Louis
Leave Time Policy**

Personnel Policy Number: 7.1(page 5 of 6)

Effective Date: September 2, 2014

Policy Regarding: Family Medical Leave Act

V. Benefits While on Leave: During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began.

- A. Employees who normally make a contribution toward their health insurance coverage must continue to do so. If on paid leave, the employee's contribution will be collected in the same manner as if the employee were reporting to work. During periods of unpaid leave, the employee must arrange with the payroll office, prior to commencement of the leave, for payment of the employee's share of the premium.
- B. An employee who does not return to duty from unpaid leave under this policy for at least thirty (30) calendar days will be liable for the department's group health insurance premium contribution and any part of the employee's share paid by the department; unless the failure to return to duty is caused by continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave under this policy or for circumstances beyond the employee's control. Where recovery of premiums is permitted, the employee remains responsible to reimburse the city. Failure to return following the conclusion of the leave period will, unless otherwise excused as an accommodation for a disability, be considered a voluntary resignation.
- C. Employees will not accrue other benefits while in an unpaid leave status, including seniority rights.

VI. Return to Duty – Upon return to duty, an employee is entitled to restoration to the former position or an equivalent position with equivalent pay and benefits, except as limited by existing law.

- A. An employee who has taken leave for self-care under paragraph IIIC above, will be required to present a certification of fitness for duty from a health care provider prior to commencement of work. Failure to provide the certifications may cause denial of reinstatement.

**City
Leave Time Policy**

Personnel Policy Number: 7.2 (page 1 of 2)
Effective Date: September 2, 2014
Policy Regarding: Paid Sick Time

Paid sick time is a benefit for employees and is to be used in case of illness for themselves or immediate family members when such care requires the employees' presence and assistance to manage their medical needs. Immediate family members are defined as spouse, children, siblings, parents, grandchildren and grandparents. Under extenuating circumstances, see Section 7.3.

Paid sick time is earned and accrued at the rate of ten (10) hours per month and shall be kept to the employee's credit to a maximum of 500 hours. Once the maximum of 500 hours is reached, an employee shall continue to earn sick leave at the rate of ten (10) hours per month. If at the end of the City's Fiscal Year an employee has accumulated paid sick time greater than the 500 hours, one-half of the accumulated paid time in excess of 500 hours shall be paid to the employee and the remainder will be lost. Payment for these hours will be made at the pay rate at which the hours were earned as soon as practicable after fiscal year end.

Paid sick time shall be calculated at an eligible employee's straight hourly rate for the time absent. A minimum of ½ hour shall be charged for any absence and ½ hour increments thereafter.

If an eligible employee becomes ill and is off work three days or more, a written doctor's excuse will be required to return to work.

Paid sick time may also be used up to the maximum accumulated by the employee for absences by injuries covered by Worker's Compensation. (See Section 8.3)

Upon retirement, employees (hired before 12/20/94) shall be entitled to be paid one half of any accumulated unused paid sick time, at the rate of pay prevailing at the time of such retirement. Retiring employees hired after 12/20/94 shall be entitled to be paid one half of any accumulated sick time over 500 hours at the rate of pay prevailing at the time of such retirement.

**City
Leave Time Policy**

Personnel Policy Number: 7.9 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Personal Business Leave

On July 1 each year, all full time employees shall be eligible for five (40 hours) personal business days per year.

Personal business days may be used in any combination of time blocks with a minimum of a half hour. . Time must be rounded to the next quarter of the hour. Personal business days may be used as vacation.

New hire employees, personal business days will be prorated from the date of hire to the next July 1 rounded to the nearest whole day. For example: 40 hours personal business days divided by 12 months times the number of whole months remaining to be worked until July 1, rounded to the next quarter hour . An employee hired February 15 would have 4 months remaining until July 1 $((4/12) \times 40) = 13.33 = 13.5$ hours personal time. New hire employees are eligible to use personal business days while serving a probationary period. Any new hire employee terminated during a probationary period shall forfeit any personal business days that may have been accrued but not used.

Prior to use of any personal business days, the employee is required to make written request, which must receive the approval of the supervisor or department head prior to the personal business day being taken. Such approval is at the discretion of the department head.

Personal business leave will be lost if not taken in the year allotted.

**City
Leave Time Policy**

Personnel Policy Number: 7.10 (page 1 of 3)
Effective Date: September 2, 2014
Policy Regarding: Vacation

Full-time employees shall earn vacation leave with pay in accordance with the following schedule based upon their completed vacation benefit years of service as of July 1 each year:

After one full vacation benefit year of service	80 hours;
After five full vacation benefit years of service	120 hours;
After ten full vacation benefit years of service	160 hours;
After eighteen full vacation benefit years of service	200 hours.

Each employee will be credited with vacation leave on July 1 of each year, to be used during the next 12 months.

An eligible employee is qualified to receive vacation leave in accordance with the schedule above provided the employee has worked at least 1600 hours during the previous vacation benefit year (July 1-June 30.)

Employees with less than one vacation benefit year of service or who worked less than 1600 hours during the previous vacation benefit year are eligible for pro-rated vacation based upon the number of hours actually worked. For example, a full time employee with ten vacation benefit years of service who has worked 800 hours in the previous vacation benefit year is eligible for $800/1600 \times 160 = 80$ hours of vacation. An employee with less than one vacation benefit year of service, vacation would be based on the actual number of hours worked from the employee's date of hire to July 1 divided by 1600 and multiplied by 80.

For the purpose of vacation leave eligibility, all paid leave shall count as hours worked. Unpaid leave shall not count as hours worked for the purposes of calculating vacation benefit eligibility. Further, one hour of work shall be counted as one hour of work even though the hour worked may have been paid at rate greater than the employee's hourly rate. Workers' Compensation is not paid leave

**City
Leave Time Policy**

Personnel Policy Number: 7.10 (page 2 of 3)
Effective Date: September 2, 2014
Policy Regarding: Vacation

Vacation leave will not be paid for hours actually worked.

Vacation leave may not be taken unless approved by the Department Head. In deciding whether or not to grant an employee's vacation request, the Department Head shall consider the time of the vacation request, the City's work schedule, availability of other employees, and the seniority of the requesting employee.

Employees who give at least two weeks advance written notice of the termination of their employment with the City will be paid for vacation benefits as provided in this policy. Terminal vacations (taken after the employee's last active day at work) will not be counted as advance notice of an employee's termination.

The City believes vacations are valuable for the employee's personal health and effectiveness. Employees are, therefore, encouraged to take their full vacation allowed each year; however, a maximum of 40 hours may be carried over from one vacation benefit year to the next. Any vacation in excess of 40 hours shall be permanently forfeited if not used by June 30. Under special circumstances, vacation leave can be accumulated of more than forty (40) hours with written approval from the City Manager. All hours over the forty (40) carried over must be used within the next year or be forfeited.

**City
Leave Time Policy**

Personnel Policy Number: 7.10 (page 3 of 3)
Effective Date: September 2, 2014
Policy Regarding: Vacation

Earned vacation shall be that vacation leave time due the employee for work performed during the previous vacation benefit year. Vacation shall be earned on July 1. Accrued vacation shall be that vacation time accumulated during the vacation benefit year that would be credited to an employee's vacation leave balance the following July 1.

An employee who has worked less than 1600 hours at the time of termination will have accrued a pro-rata vacation based upon the number of hours actually worked; provided however, that hours lost (based on 40 hours per week) as a result of a worker's compensable injury suffered in the course of employment with the City, which renders the employee unable to return to work following said injury, shall be counted toward the 1600 hour minimum.

Upon termination of employment, an employee shall be paid for vacation leave earned and accrued, except in the case of voluntary quit with less than two (2) weeks notice. In the case of voluntary quit with less than two (2) weeks notice, all vacation leave earned shall be paid, however, any accrued vacation shall be forfeited. If an employee is terminated during the orientation period, all vacation leave earned or accrued as defined in this policy, shall be forfeited.

Albion
District
Library

Holidays occurring during an employee's vacation period, bereavement leave, sick leave, or other approved leave periods are compensable as holidays. Holidays occurring during layoff, leave of absence, or suspension are not compensable.

Paid holidays are not payable at separation.

Sick Leave

Regular part-time and full-time employees are eligible for paid sick leave. Sick Leave accrues at the rate of 6% of hours worked. Eligible employees may access accrued sick leave benefits after the completion of three (3) months of continuous service or probationary period. The maximum of accrued sick leave hours is 570 hours for full-time employees and 450 hours for part-time employees.

In the event of absence resulting from accident, illness, or medical appointment, employees must notify the Director as early as possible before the designated starting time. After three (3) days of absence, the Director may request a doctor's certificate/documentation concerning the employee's absence and the employee's fitness to perform assigned duties.

The Library has chosen to align our sick leave policy with the guidelines given by the U.S. Office of Personnel Management. Sick leave may be charged in cases of injury or illness in the employee's family member or immediate relative. This includes individuals with the following relation to the employee:

- Spouse, and parents thereof;
- Children, and spouses thereof;
- Parents, and spouses thereof;
- Siblings, and spouses thereof;
- Grandparents and grandchildren, and spouses thereof;
- Domestic partner and parents thereof, including domestic partners of any individual previously listed in this definition.
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Sick leave is not payable at separation.

Vacation Pay

On each anniversary of employment, regular part-time and full-time employees hired after 01/01/2023 shall become eligible for paid vacation on a pro-rated basis as follows:

<u>Work Anniversary</u>	<u>Vacation Period</u>
1-2	1 week
3-5	2 weeks
6-9	3 weeks
10+	4 weeks

2023 Employee Benefits Package

Regular part-time employees will have vacation pro-rated to weekly average of hours worked in the last six months of service.

Regular part-time and full-time employees hired between 01/01/2021-12/31/2022 are eligible to receive 2 equivalent weeks of vacation according to the prior vacation benefits schedule until their third work anniversary, when they will meet the current vacation benefit schedule.

An eligible employee may request their vacation at any time during the year in which they are eligible for vacation. A leave request must be submitted at least one (1) week in advance and approved by the employee's immediate supervisor, which may be the Director. The Library Director will determine the number of people who can be spared for vacation purposes at the same time. When an employee requests a different time for vacation than originally requested, their request shall receive consideration.

Employees eligible for vacation may roll over up to one (1) equivalent week of unused vacation from one year to another by submitting a written request to the Director prior to their anniversary with documentation showing that it will be spent within three (3) months of their anniversary.

Employees eligible for vacation may request up to one (1) equivalent week of unused vacation paid out at 50% by submitting a written request to the Director prior to their anniversary. This payment in lieu of vacation will be processed with the payroll following their anniversary.

An employee who is laid off, retires, or voluntarily separates from the Library's service after at least two (2) weeks' advance notice to the Library Director shall be paid pro rata for vacation accumulated through the last full month of service from their most recent anniversary date at 100%. In all other instances of separation from the Library's service, no pro rata vacation shall be paid.

Extended Leave

A regular employee with a minimum of 780 hours of paid employment with the Library during the previous twelve (12) months may receive up to twelve (12) weeks of unpaid leave for the following circumstances:

The birth of a child or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly-placed child;

To care for a spouse, child, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care; or

For a serious health condition that makes the employee unable to perform the essential functions of their job, including incapacity due to pregnancy and for prenatal medical care.

2023 Employee Benefits Package

During the period of extended leave, the employee's accumulated vacation and sick time must be used until exhausted, at which time the leave shall become unpaid until a total of twelve (12) weeks, counting the use of the aforementioned accumulated time, has elapsed. These twelve (12) weeks shall be counting on a rolling twelve (12) month basis.

Employees wishing to avail themselves of this leave must apply to the Director two (2) weeks in advance. This notice may be waived in exceptional circumstances. The employer-paid portion of health insurance benefits held by the employee at the commencement of the leave period shall continue without interruption. The employee will be required to make payment of any employee-funded portion of the health insurance and elected payroll deducted benefits (i.e.; AFLAC, Medical Insurance, Life Insurance, etc.) as billed upon the commencement of their leave. Failure to make such payment will result in loss of coverage. The Director may require certification of the claimed health condition by a health care professional.

Upon return from extended leave, the employee shall return to their former position, or a position of equivalent pay, benefits, and terms. An employee who does not return at the end of twelve (12) weeks shall be automatically terminated, unless an extension or a change to standard Leave-Without-Pay status is granted by the Director.

Employees on extended leave will not accrue additional benefits such as sick time and vacation time, and shall have their seniority and similar statuses frozen as of the commencement of their leave. The provisions of this section do not replace, contravene, or otherwise interfere with provisions elsewhere (see Workman's Compensation section of the Personnel Policy & Employee Handbook) dealing with on-the-job injuries.

Extraordinary ("Catastrophic") Leave Bank

The Extraordinary Leave Bank, sometimes known as a "Catastrophic Leave Bank," has been established to assist those employees who have little or no paid leave time available and are experiencing a family or medical emergency requiring their attention away from work. The program is employee-funded, facilitated by staff, so that employees may offer assistance to one another in times of need.

Employees are invited to make a donation of up to 35 hours per year to the Extraordinary Leave Bank from their own personal accrued sick leave bank. This may occur at any time throughout the year. To be eligible to donate to the bank, a staff member must have a minimum balance of twelve (12) weeks plus one (1) day. For full-time employees, this is 428 hours. For part-time employees with an equivalent week of 20 hours, this is 245 hours. This minimum amount is required to ensure an employee has sick leave banked to support themselves during a short-term leave of absence, prior to committing to assist others. Once made, the donation is irreversible. The leave donor may not claim an expense, charitable contribution, or loss deduction for any leave donated.

Hi Cierra – We are a bit larger, but I will still share so you can have some comparison info.

We have 55 staff members:

27 union part-time – They get 40 hours of PTO annually.

Full 40 hours given at 520 hours of service and then on that date annually.

16 union full-time – 2 weeks of vacation, 2 weeks of sick time, 2 personal days annually for the first 5 years (then more, etc.)

Not front-loaded, the time accrues every pay period.

12 non-union full-time – 4 weeks of PTO annually for the first 5 years.

Not front-loaded, the time accrues every pay period.

We recognize that our accruals are a little more than most employers offer, but we do not have a paid parental leave, so people can build up their balances to use for these types of situations.

Thanks,
Mariel

Mariel Chandler


HR/Payroll Manager

231-737-6248 x112 | madl.org

4845 Airline Rd. Suite 5 | Muskegon, MI 49444



Re: [Michlib-I] Parental Leave and PTO

From : Deanna Riggleman <lvwdirector@tamaracklibrary.org> Thu, Mar 09, 2023 07:39 AM
Subject : Re: [Michlib-I] Parental Leave and PTO 
To : AW Cierra Bakovka <waycb@llcoop.org>

We do not have a Parental leave policy.

Our current PTO is

Year 1-2 .0384615/hr. (rate per hour, per year)

Year 3-4 .0576923/hr. (rate per hour, per year)

Year 5-6+ .0769230/hr. (rate per hour, per year)

Up to 200 hours of PTO may be carried over at the end of the fiscal year.

I am working on changing it so staff will get sick time and vacation time.

That way if the state goes back to the ESTA that was talked about earlier this year we are in line with them and less changes need to be made.

My recommendation to my board is sick time 1/30 hours worked and vacation on a scale similar to the above.

Deanna Riggleman, Director
Tamarack District Library
832 S. Lincoln Avenue
Lakeview, MI 48850
(989) 352-6274

<http://tamaracklibrary.org/>

Martin Luther King Jr. Day
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve

Each paid holiday, employees will be paid based on their normal workweek. For every five (5) hours scheduled in a normal workweek the employee will be paid one (1) hour holiday pay. The following chart provides a breakdown of the prorated paid holiday hours based on a normal workweek.

Regular Scheduled Workweek	Prorated Paid Holiday Hours
3-7 hours	1 hour
8-12 hours	2 hours
13-17 hours	3 hours
18-22 hours	4 hours
23-27 hours	5 hours
28-32 hours	6 hours
33-37 hours	7 hours
38-40 hours	8 hours

When a recognized holiday falls on a Saturday, it will be observed on the Friday preceding it. When a recognized holiday falls on a Sunday, it will be observed on the Monday following it.

Full-time employees who are not scheduled to work on the recognized holiday will be given an alternate weekday off as scheduled by the Director

Holiday-related closures may be adjusted at the discretion of the Library Director.

PAID TIME OFF (PTO) – Part-time

Part-time employees who have satisfactorily completed a ninety (90) day introductory period receive Paid Time Off (PTO). PTO is allotted on January 1 each year based on the employee's regularly scheduled work hours. For every five (5) hours an employee is scheduled in a regular workweek they are allotted eight (8) hours of PTO for the year. Employees who complete their introductory period after January 1 will have their PTO

prorated based on the percentage of the year remaining. The following chart provides a breakdown of the annual PTO allotment based on a normal workweek.

Regular Scheduled Workweek	Annual PTO Allotment
3-7 hours	8 hours
8-12 hours	16 hours
13-17 hours	24 hours
18-22 hours	32 hours
23-27 hours	40 hours
28-32 hours	48 hours
33-37 hours	56 hours

It is the employee’s responsibility to inform the Library Director or a supervisor when they wish to use PTO. Non-emergency requests for PTO must be made at least two (2) weeks in advance to allow for schedule adjustments. PTO requests must be in writing, using the “Time Off Request Form.” PTO requests will be approved at the discretion of the Library Director based on staffing and scheduling needs.

Employees must use PTO to cover missed scheduled hours. Once exhausted, an employee may request unpaid leave. Unused PTO does not carry forward to the next year, nor is there a pay-out option for unused PTO.

SICK TIME – Full-time

In lieu of sick time, part-time employees receive PTO (Paid Time Off) as described above.

Full-time employees accrue sick time at the rate of one (1) day per month, provided that the employee works a minimum of fifteen (15) days during the month. For the purpose of determining sick time accrual, any approved paid leave time other than sick time and short- or long-term disability time will be counted as days worked. Unused sick time carries forward at the end of the fiscal year.

If on June 30 of any year an employee has used one (1) or fewer days of sick time during the preceding three hundred sixty-five (365) calendar days, they may cash out up to six (6) days sick time at one hundred percent (100%) of their June 30th hourly pay rate. If the employee has used two (2) days of sick time, they may cash out up to six (6) days at seventy percent (70%). If they have used three (3) to six (6) days sick time, they may cash out up to six (6) days at sixty percent (60%). If on June 30 of any year, after cashing out six (6) days as described above, an employee has accrued in excess of eighty (80) days earned but unused sick time days, the excess over eighty (80) days shall be paid out at fifty percent (50%) of their June 30th hourly pay rate.

If an employee retires, quits, or dies, the balance of earned but unused sick time shall be cashed out at fifty percent (50%) of their hourly pay rate. If an employee is killed on the job, their estate shall receive one hundred percent (100%) of their accrued sick time.

Employees wishing to cash out sick time must complete the Library's "Sick Time Payout" form no later than July 29.

PAID TIME OFF – Full-time

Paid Time Off – Full-time (PTO(FT)) time is awarded on the employee's anniversary of hire date (anniversary). Full-time employees who have completed one (1) or more years of continuous employment with the Library since their most recent hire date shall be eligible for PTO(FT) according to the schedule in the following table:

Years of Continuous Service	Days of PTO(FT)
1-4	25
5-9	33
10-14	39
15-17	40
18-19	41
20+	42

To be eligible for the full PTO(FT) listed above, the employee must have worked seventy percent (70%) of their normally scheduled hours. If an employee has worked less than seventy percent (70%), PTO(FT) will be reduced on a percentage basis (days worked divided by 250 days = percentage of PTO(FT) awarded).

Requests to use PTO(FT) must be made in writing, using the "Time Off Request Form," and must be made at least two (2) weeks prior to the requested date(s). Approval of PTO(FT) requests will be made based on the needs of the Library, within the Library Director's discretion.

After one (1) year of continuous employment, PTO(FT) earned but not used or cashed out is payable in full to the employee upon termination of employment. The payment shall be issued at the same time as the employee's final regular paycheck. If employment is terminated prior to the employee's first anniversary, they will not be entitled to any portion of the PTO(FT) they would have been awarded on that anniversary.

At the employee's option, up to twenty (20) days of PTO(FT) may be cashed out at one hundred percent (100%) of their hourly pay rate or be carried forward into the next anniversary year's accumulation. An employee can cash out a portion and carry forward

a portion of those twenty (20) days provided the total cashed out and carried forward does not exceed twenty (20).

Employees wishing to cash out PTO(FT) must complete the Library's "PTO(FT) Pay Out" form no later than thirty (30) calendar days after their anniversary.

Saved Leave Bank

Employees who are vested for the purpose of Deferred Retirement under the rules of their retirement plan, or employees who are within three (3) years for eligibility for retirement may bank up to fifty-two (52) PTO(FT) days in a Saved Leave Bank (SLB). Once banked, SLB days may only be cashed out at retirement, upon discharge, or upon resignation, and are not available to be used for time off. The employee may bank any number of earned, unused PTO(FT) days per year.

Employees wishing to add to their SLB must do so in writing using the SLB form.

FUNERAL LEAVE – Full-time

When a death occurs in an employee's immediate family, that employee will be granted paid leave not to exceed four (4) days off, if necessary, to arrange for and attend the funeral. For this leave, immediate family is defined as an employee's spouse, partner, children, parents, siblings, parents-in-law, partner's parents, stepparents, stepchildren, partner's children, sons-in-law, daughters-in-law. The paid leave shall end not later than the calendar day following the day of the funeral.

Employees shall be allowed up to three (3) days paid leave to arrange for and attend the funeral of a brother-in-law, sister-in-law, grandparent, grandparent-in-law, or grandchild.

Employees shall be allowed one (1) day paid leave to attend the funeral of an aunt or uncle.

If the funeral is held further than 300 miles from the Garden City Public Library an additional one (1) day paid leave shall be allowed. Distance will be determined using Google Maps (or the equivalent) to find shortest travel distance.

Bereavement leave shall be granted even if an actual funeral is not conducted. However, the employee may be required to present reasonable proof of death and relationship.

Employees who wish to attend funeral services for any person not included above may use available paid leave time.

- ii Emergency Military Leave pay shall not continue beyond eighteen (18) months. Should the emergency duty extend beyond eighteen (18) months, the employee shall be placed on a military leave of absence without pay. Any unused paid leave time may be used to supplement the military pay. During unpaid military leave of absence, the Library will not be responsible for benefits afforded a full-time employee.
- iii An employee who receives the Emergency Military Leave benefit must return to work for at least six (6) months to re-qualify for the benefit.

An employee who voluntarily, without orders, leaves the Library to enter active military duty in any branch of the United States Armed Forces or National Guard shall be entitled to reemployment rights in accordance with the provisions of Federal and State statutes in effect at the time those rights are sought.

If you have any questions about military leaves of absence, please direct them to the Library Director.

UNPAID TIME OFF

Employees requesting time off must use available paid leave time (including but not limited to PTO, Sick Time, Vacation Time, etc.) first. If the employee does not have sufficient paid leave time available to cover the requested time off, unpaid leave time may be requested.

FAMILY MEDICAL LEAVE (FML)

The Garden City Public Library, as a public agency, is covered by the Family and Medical Leave Act (FMLA). However, employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer (e.g. library), employs at least 50 employees within 75 miles of where the employee works. Since the Library has fewer than fifty (50) employees, no Library employee is eligible for benefits under the FMLA. However, valuing our employees, and recognizing that they may need extended leave for family medical issues, the Library will allow its employees to take up to twelve (12) weeks of Family Medical Leave (FML) as a fringe benefit, subject to the provisions below.

All forms of available paid leave will be used first when taking FML. Unpaid leave will start when paid leave is exhausted. The combination of paid and unpaid FML will not exceed twelve (12) weeks unless a written request for extension has been granted.

Requests for FML must be in writing and must include the start date of the leave as well as the expected return date. If the leave needs to be extended beyond the expected return date, a written request to extend the leave must be provided.

Eligibility

To be eligible for FML the employee must have completed at least one (1) year of continuous employment with the Library AND have worked at least 1250 hours during the previous twelve (12) months. The employee is eligible for up to twelve (12) weeks of FML per rolling twelve (12) month period measured backward from the date the employee uses any leave under this policy. In other words, if they take 4 weeks of FML in March, they are eligible for up to eight (8) weeks more of FML through the following February.

Permissible Uses of FML

An employee may request FML for the following reasons:

1. The employee is unable to perform their job duties due to a serious health condition
2. To care for a member of their immediate family who has a serious health condition
3. To care for child after birth, adoption, or placement

For this policy, immediate family member means an employee's spouse, partner, child, parent, parents-in-law, partner's parent, stepparent, stepchild, or partner's child. Serious health condition means injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital care, including any period of incapacity or subsequent treatment in connection or consequence of such care
2. Absence plus treatment (incapacity lasting more than three (3) consecutive calendar days) involving:
 - a. Treatment two (2) or more times by a health care provider or under orders, or referral, by a health care provider
 - b. Treatment by a health care provider which results in a regimen of continuing treatment under the supervision of a health care provider
3. Pregnancy or prenatal care
4. Chronic conditions requiring treatment
5. Permanent/long-term conditions requiring supervision
6. Multiple treatments for non-chronic conditions, including recovery periods

Requirements

An employee requesting FML may be required to provide evidence of the need. If the request is for the employee's serious health condition, a health care provider's certification

of their ability to return to work without restriction will be required. In the case of a disability arising from or related to the serious health condition for which FML was requested, the employee may request reasonable accommodations be made.

Benefits

For the duration of FML, health insurance will be maintained.

Employees will be returned to an equivalent position with the same pay, benefits and other employment terms and conditions upon return from FML.

Employee Obligations

The employee must provide documented medical certification requested by the Library before leave begins, or within the time frame requested by the Library. If the employee fails to provide medical certification, the leave is not approved under FML.

The employee will keep the Library Director informed of any necessary changes to the original request for FML (e.g. expected return date, etc.).

The employee will provide the Library Director at least two (2) workdays' advance notice of their intent to return to work if different than that stated on the latest medical certification.

Employees should be reasonably available by phone or email to respond to questions or concerns.

FML and Worker's Compensation

Employee's leave of absences under the Library's Short- or Long-term Disability, or Worker's Compensation Plans will be charged against their FML leave time, provided that the condition is covered under "permissible uses of FML" detailed above.

LEAVE OF ABSENCE – Full-time

Except as provided under FML above, unpaid leave of absence shall be granted at the Library Director's discretion. The maximum leave shall not exceed one hundred eighty (180) calendar days, except as required by applicable law.

The Library requires employees to exhaust available paid leave before taking any unpaid leave. Unpaid leave will start when paid leave is exhausted. The combination of paid and unpaid leave will not exceed one hundred eighty (180) calendar days unless a written request for extension has been granted.

Fremont
Area Dist.
Library

Paid Personal Leave

The Library will provide eligible employees with paid personal leave ("PPL"), in addition to other paid leave to which the employees are entitled, for specific purposes.

Eligibility: Employees are eligible for PPL only if they have been employed by the Library for at least two (2) years, and are a full-time employee. For purposes of this policy, a full-time employee is one who is regularly scheduled to work at least thirty-six (36) hours per week.

Amount of Paid Leave: Eligible employees request and take up to a total of twenty-four (24) weeks of PPL in a calendar year for qualifying reasons. PPL will be paid at each employee's regular rate of pay for the first sixteen (16) weeks (the "Initial PPL"). If the employee requires and is approved to take additional PPL, the remaining weeks of PPL (the "Additional PPL") will be paid at eighty percent (80%) of the employee's regular rate of pay. PPL will be treated and taxed as wages but will not be considered hours worked when determining whether an employee is entitled to overtime compensation.

Qualifying Reasons: Eligible employees may take PPL for the following qualifying reasons:

1. For the employee's own serious health condition (defined below) that makes the employee unable to perform the essential functions of the employee's job, including a serious health condition that requires the employee to be absent from work to receive treatment for the condition.
2. To care for the employee's spouse, child, or parent with a serious health condition.
3. For incapacity due to pregnancy, prenatal medical care, or child birth.
4. To care for the employee's child after birth, placement for adoption, or foster care placement (within one year of birth/placement).
5. To care for the employee's spouse, child, or parent who has served in the United States Armed Forces and who is undergoing treatment for a serious health condition or injury incurred or aggravated in the line of duty.

Definition of a Serious Health Condition: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care in a medical care facility; or
2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee's job or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
 - A period of incapacity of more than three (3) consecutive full calendar days combined with continuing treatment;
 - Incapacity due to pregnancy or prenatal care;

- Incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
- Permanent or long-term incapacity or conditions requiring multiple treatments.

Requesting and Using PPL: Employees must request PPL, in writing, to the Director (or, in the Director's case, to the Board President), at least thirty (30) days in advance of a foreseeable need for PPL. If it is impossible to give 30 days' advance notice, employees must notify the Director as soon as practicable of the need for the leave. Initially, employees may request a maximum of sixteen (16) weeks of PPL (the "Initial PPL"). Employees who need additional leave beyond the Initial PPL are required to submit a written request for Additional PPL. A written request for Additional PPL must comply with the same request procedures as a request for Initial PPL, and should be submitted as soon as the need for Additional PPL is known. PPL may be taken in blocks on time, or, when necessary, on an intermittent basis or by arranging a reduced work schedule. PPL may be taken in 1-hour increments. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Library's operations. *Employees must follow all Library procedures for calling in to report absence, tardiness, or early leaving.*

Documentation: Whenever requesting PPL, employees must provide sufficient information for the Library to determine whether the leave qualifies for PPL and the anticipated timing and duration of the leave. When the Library requests it, and at the employee's expense, an employee must provide sufficient documentation verifying the need for the leave/duration of the leave. Additionally, while an employee is on PPL, the Library may request that the employee periodically provide documentation evidencing the continuing need for leave. Failure of an employee to provide that documentation within the timeframe provided by the Library may result in denial of the employee's request for PPL.

Benefits During PPL: Subject to applicable plan documents, the Library will maintain the employee's benefits, including the employee's health coverage under any group health plan, during PPL as long as the employee maintains the employee's contributions during the leave.

Using Other Paid Leave: PPL is in addition to employees' other paid leave. Employees are not required to use any of their other paid leave while on PPL. An employee on Additional PPL may choose to supplement their 80% regular rate compensation by using available paid leave, but is not required to do so.

Contact with the Library During PPL: While on PPL, employees are required to periodically report to the Director (or, in the case of the Director, the Board President) regarding their status and intention to return to work. For leaves exceeding four weeks, these reports must take place at least monthly, or more frequently if requested by the Library. Likewise, it may be necessary for the Library to contact an employee for those reasons. The employee must provide the Library with a telephone number and address at which they can be contacted.

Returning to Work: Before returning to work from a PPL taken due to the employee's own serious health condition, the employee may be required to provide medical verification of the employee's fitness for duty. The Library will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the

Library may require a certification of fitness to return to duty under certain circumstances.

At the conclusion of an employee's PPL, the Library will endeavor to return the employee to their original position or a position with equivalent pay, benefits, and other employment terms. The Library cannot guarantee reinstatement in all cases, as those decisions will depend on the Library's business needs at the time of the employee's return.

Use of PPL will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits (sick leave, vacation time, etc.) while taking PPL.

Termination of PPL: An employee's PPL and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken PPL;
- The employee informs the Library of their intent not to return from leave;
- The employee fails to return requested documentation;
- The employee fails to return to work (with any required certification) at the end of an approved PPL;
- The employee continues on unapproved leave after exhausting PPL;
- The employee fraudulently obtains PPL leave or misuses PPL;
- While on PPL, the employee engages in conduct that is inconsistent with the need for leave;
or
- The employee begins employment with another employer or engages in self-employment without the Library's approval during PPL.

Unpaid Personal Leave

Employees who are not eligible for Paid Personal Leave and/or who would like to take a leave for a reason that does not qualify for Paid Personal Leave may request an unpaid absence for a personal reason (“Unpaid Personal Leave” or “UPL”). Employees must submit requests for Unpaid Personal Leave in writing to the Director (or in the case of the Director, the Board) as soon as feasible but, absent emergency circumstances, no later than thirty (30) days prior to the date the Unpaid Personal Leave would start. Unpaid Personal Leave is generally limited to a maximum of twelve (12) weeks in length but will be reviewed on a case-by-case basis. Employees requiring additional leave beyond twelve (12) weeks may request more than one Unpaid Personal Leave. The Library may require documentation from the employee to consider the request. Requests for an Unpaid Personal Leave will be evaluated based on a number of factors, including the reason for the leave, anticipated work load requirements, and staffing considerations during the proposed period of absence.

In the case of illness or emergency requiring UPL, employees must follow regular call-in procedures and notify the Director before the start of their shift or as soon as possible. Employees in this circumstance may be required to provide documentation sufficient to establish that their absence was justified by an illness or emergency.

UPL may be taken in blocks of time, or, when necessary, on an intermittent basis or by arranging a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Library’s operations.

Compensation & Benefits During Unpaid Personal Leave: UPL is entirely unpaid. Employees are not required to use any of their paid leave while on UPL but may choose to do so. Subject to applicable plan documents, the Library will maintain the employee’s benefits, including the employee’s health coverage under any group health plan, at the cost sharing ratios in effect when the UPL commenced. Employees on UPL are responsible for timely paying their portions of premiums and failure to do so may affect the continuation of their benefits.

Contact with the Library During Unpaid Personal Leave: While on UPL, employees are required to periodically report to the Director (or, in the case of the Director, the Board President) regarding their status and intention to return to work. For leaves exceeding four weeks, these reports must take place at least monthly, or more frequently if requested by the Library. Likewise, it may be necessary for the Library to contact an employee for those reasons. The employee must provide the Library with a telephone number and address at which they can be contacted.

Returning to Work: Before returning to work from an Unpaid Personal Leave taken due to the employee’s own health condition, the employee may be required to provide medical verification of the employee’s fitness for duty. The Library will provide a list of the essential functions of the employee’s job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the Library may require a certification of fitness to return to duty under certain circumstances.

At the conclusion of an employee’s UPL, the Library will endeavor to return the employee to their original position or a position with equivalent pay, benefits, and other employment terms. The

Library cannot guarantee reinstatement in all cases, as those decisions will depend on the Library's business needs at the time of the employee's return.

Use of UPL will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits (sick leave, vacation time, etc.) while taking UPL.

Termination of Unpaid Personal Leave: An employee's UPL and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken UPL;
- The employee informs the Library of their intent not to return from leave;
- The employee fails to return requested documentation;
- The employee fails to return to work (with any required certification) at the end of an approved UPL;
- The employee continues on unapproved leave after exhausting UPL;
- The employee fraudulently obtains UPL leave or misuses UPL;
- While on UPL, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee begins employment with another employer or engages in self-employment without the Library's approval during UPL.

Otsego

Time Away from Work

Authorized Paid Holidays (Revised 10/17/13)

New Year's Eve -- close at 3pm (4 hr holiday)

New Year's Day (8 hr)

Memorial Day (8 hr)

Independence Day (8 hr)

Labor Day (8 hr)

Thanksgiving Day (8 hr)

Day after Thanksgiving Day (8 hr)

Christmas Eve (4 hr)

Christmas Day (8 hr)

Employees on a regular schedule, with the exception of pages, shall be paid for the approved holidays computed in the following manner: the person's usual, budgeted weekly hours divided by 40 hours then times the holiday hours as indicated above = holiday pay.

Employees that would show a loss of hours compared to their regularly scheduled work week due to a holiday can approach the director to schedule compensating hours within the same week.

Pages shall be paid 2 hours of holiday pay for each of the eight hour holidays listed.

If any of the above holidays falls on a Saturday the library may be closed the preceding Friday. If any of the above holidays falls on a Sunday the library may be closed the following Monday.

The library may be closed the Saturday before Memorial Day and the Saturday before Labor Day, and the Saturday after Thanksgiving.

Holiday pay will be forfeited if an employee has an unexcused absence on an employee's scheduled work day proceeding or following a paid holiday. If the holiday includes more than one day paid off (i.e. Christmas/Christmas Eve or Thanksgiving and the day following), all the holiday pay for that week will be forfeited. A doctor's note will be required for employee sickness before or after a holiday.

See the "Emergency Closings" section in this manual for compensation rules during special closings.

Vacation Periods

All employees who are eligible for paid vacation time should fill out a vacation request as early as possible during the year in order to be successful in obtaining the requested time off. The library director must approve a request before any vacation time is granted. Vacation hours may be used in any increment an employee wishes, on days that the normally work, up to 8 hours per day, with the director's approval. Vacation hours may not be used at the same exact time as work hours. As much as possible, vacation time should be planned in advance of the schedule being posted. (Schedules are usually posted 2 weeks before the next month.)

- A. Annual vacation with pay, based on a five day work week is granted to full time employees and part time employees (except pages) working on a regular schedule and after one full year of employment.
- B. Vacation for Full Time Employees
 1. Vacation must be taken within the year granted (year meaning from anniversary date of hiring to anniversary date).
 2. Vacation time will be earned as follows:
 - a. One week of vacation time after 6 months of full time employment.
 - b. Two weeks of vacation time after 1 year of full time employment.
 - c. Three weeks of vacation time after 3 years of full time employment.
 - d. Four weeks of vacation time after 4 years of full time employment.Four weeks vacation is the maximum vacation time allotment for regular full time employees.

e. Professional full time employees, defined as the Director and Assistant Director, will earn six weeks of vacation time after 6 years of full time employment.

C. **Vacation for Part-time Employees**

Clerical and custodial part-time employee's vacations will be credited in hours. A week's vacation will be expressed in the average weekly hours worked the previous year by the employee (computed by the following formula: total hours worked previous year as of December 31 divided by 52 weeks = 1 week vacation hours).

1. 1 week vacation time shall be granted to employees when they have attained two years seniority as computed above.
 2. 2 weeks vacation time shall be granted to employees from three years until five years seniority has been attained as computed above.
 3. After five years seniority is attained, 3 weeks vacation shall be granted as computed above.
 4. Vacation time must be taken within the year granted (year meaning from anniversary date of hiring to anniversary date).
 5. Pages are not eligible for vacation pay.
- D. Holidays falling within the vacation period are not counted as part of vacation allowance.
- E. All employees who either resign, retire or die will have vacation time computed through their last day of work and paid to them, their beneficiary or estate.

Sick Leave and Other Leaves of Absence

- A. All employees unable to report for work because of illness or injury shall notify the director or assistant director.
- B. Sick leave with pay is allowable to employees (full time or part time employees working on a regular schedule, except pages) up to one work week or five days maximum. Full time is designated as anyone working 40 hours per week and part time as anyone working less than 40 hours per week).
- C. Sick leave credit earned after one year service (year meaning from anniversary date of hiring to anniversary date)
- D. Clerical and custodial employee's sick time will be credited in hours. Each sick day will be expressed in hours based on the average daily hours worked the previous calendar year by the employee.
- E. Sick leave is not allowable in advance.
- F. Sick leave is accumulated up to 30 days.
- G. No employee will be reimbursed for unused sick leave.
- H. Specific permission in cases of hardship may be granted by board approval.
- I. Leave without pay, including holiday pay, may be granted by the board for:
1. Extended illness beyond policy provisions.
 2. Travel and/or study.
- J. The staff is encouraged to participate in organizations, workshops, etc. which will continually renew their abilities to perform their tasks with maximum efficiency. Staff shall receive their regular salaries/wages while attending meetings, up to eight hours per day, and will be reimbursed for expenses. Travel allowances to be adjusted as necessary. Dues and/or expenses for attendance at library related meetings shall be paid for board members and staff in associations which might promote the objectives and plans of the library.

Military Leave

Any employee who is required to participate in annual military training programs or who is called up during short-term civil or national emergencies, or who leaves work to serve in the military, will receive unpaid time off from work, as provided by federal law. Upon receiving orders, employee must immediately notify and make arrangements with the Library Director. The Otsego District Public

Library abides by all regulations and laws regarding the employment rights of those serving in the armed forces, as well as those returning from military service.

BEREAVEMENT LEAVE POLICY

It is the library's intention to support employees during their times of grief and bereavement. An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In the event of a death in the employee's immediate family, the following will be allowed:

- 1 day unpaid leave at the employee's regularly scheduled pay for death of employee's extended family member (as listed below) and close non-family members, with Library Director approval. Sick or vacation time may be utilized if the employee desires.
- 3 days paid leave at the employee's regularly scheduled pay for death of employee's or employee's spouse's immediate family member (as defined below)
- 5 days paid leave at the employee's regularly scheduled pay for death of employee's spouse or child

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild, and spouse's grandparents. In certain circumstances, the Library Director can define what immediate family is. Bereavement leave will be paid at the employee's regularly scheduled pay rate and does not affect sick or vacation leave.

Non-Family/Extended Family Member Funeral Leave:

All regular employees may take up to one (1) day off without pay to attend the funeral of a close, non-family member or extended family such as aunts/uncles/cousins etc. Sick and vacation leave may be utilized for this day. This time off will be considered and granted by the Library Director on a case-by-case basis.

A copy of the obituary or evidence of loss will be required for payroll purposes.

Additional Bereavement Time Off:

ODPL understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off or utilization of the employee's current sick or vacation leave in the event of a death may be granted. The employee may make arrangements with the Library Director if needed. Additional paid or unpaid time off may also be granted depending on circumstances.

Individual employee circumstances may be discussed with the Library Director to determine whether additional considerations are needed.

Supplemental Sick Leave Bank Policy

(Approved April 20, 2017)

PURPOSE

The purpose of the Supplemental Sick Leave Bank (SSLB) Program is to assist staff who have used all their existing vacation and sick time and have experienced significant family or medical emergencies or catastrophic events requiring their personal attention away from work.

ELIGIBILITY

- A. In order to be eligible for supplemental sick leave, the employee must be employed by the Otsego District Library for one full year prior to the request.
- B. Employees on a personal leave of absence are not eligible.
- C. An employee receiving worker's compensation or disability will not be eligible for the SSLB.

- D. The SSLB will be available to all employees except library Pages.
- E. All of an employee's accrued vacation and sick time must be exhausted before the supplemental sick leave hours can be requested.
- F. Vacation time may only be donated during the week before the employee's anniversary date.

DONATIONS

- A. Employees may voluntarily donate accumulated sick time or vacation time to the SSLB.
- B. Employees must keep a balance in their own personal sick banks of at least two weeks.
- C. Employees are not required to donate hours.
- D. The Library Director shall notify all staff when hours may be needed in the SSLB. Employees' medical information will not be discussed and will remain confidential.
- E. The decision to donate or not shall be confidential and anonymous.
- F. All unused sick hours above any employee's maximum personal sick bank at the end of a year for employees will automatically roll into the SSLB.
- G. Resigning employees may donate sick time but must complete the necessary documentation prior to their last day of employment up to two weeks maximum.
- H. Employees wishing to donate sick leave must fill out and sign a supplemental sick leave donation form.
- I. Donations must be made in whole hours and for a minimum donation of 4 hours.
- J. In order to donate, employees must submit a Supplemental Sick Leave Donation form.

PROCEDURE

A. Application:

1. The maximum length of time an employee can request is one month (equivalent to the budgeted hours for a month for that employee.)
2. Employees may only make one request from the SSLB per year, unless otherwise approved by the committee.
3. Employees must submit a Supplemental Sick Leave Request form to the Library Director.

B. Approval:

1. The Otsego District Library Director will determine if the employees donating or requesting from the bank are eligible to make a donation or request using the eligibility requirements listed above.
2. A committee made up of the Library Director, Assistant Library Director, and one member of the Otsego District Library Board will meet to review any eligible requests from the SSLB.
3. If the request comes from the Library Director or Assistant Library Director, an additional Library Board member will be added to the committee and the requestor will not be a member of the deciding committee.
4. Consideration will be made on a case-by-case basis with the review of the committee considering years of service, previous requests made, historical leave balances maintained prior to experiencing the family or medical emergency, and the current balance in the SSLB.
5. The committee will have full discretion to approve or deny, without bias, the requests that are received.

6. In all cases, the committee's decision will be made by majority vote.
7. Once approved, the Library Director will inform the employee of the approved request and corresponding hours will be credited to the employee's sick bank.
8. If the request is denied, a written response will be given to the employee as to why it was denied.

ADMINISTRATION

- A. The SSLB will be tracked by the Library Director via the library's accounting software.
- B. An employee record titled, "Supplemental Sick Leave Bank" will maintain the bank.
- C. All SSLB hours will be tracked at a \$10/hr rate. Donations and disbursements will be converted accordingly.
- D. Disbursements will be made according to the employee's regular pay rate.
- E. If an employee does not use all the sick leave time donated, the remaining hours will be returned to the SSLB.
- F. If the sick leave bank depletes to under 100 hours, the Library Director will notify staff of a low balance in the SSLB.
- G. The maximum size of the SSLB will be 500 hours.

Maternity Leave Policy

Maternity leave shall be granted to any employee who is the parent or guardian of a newborn child or upon the adoption of a new child. Foster care and birth of new grandchildren does not qualify for maternity leave, unless the grandparent is the legal guardian of the newborn or adopted child.

A. Maternity Leave for Full Time Employees

Up to 12 weeks of maternity leave shall be granted to full time employees in the following format:

1. Employees must use up all available vacation and sick time during their maternity leave.
2. Employees will be given 4 weeks of paid time off to use during the 12 weeks of leave in addition to their sick and vacation time.
3. Employees' benefits will remain intact during their maternity leave.
4. Employees may return to work before 12 weeks if they wish.

B. Maternity Leave for Clerks and Custodial Employees

Clerks and custodial employees may take up to 12 weeks off, first using up all available sick and vacation time, followed by unpaid leave after that. The employee may return to work before 12 weeks if they wish.

C. Maternity Leave for Pages

Pages may take up to 12 weeks off unpaid. Employees may return to work before 12 weeks if they wish. Due to the nature of the position, a temporary page may be hired during the maternity leave of a page. The exact amount of hours the page worked before their maternity leave is not guaranteed to remain the same upon returning to work.

Accommodation For Lactating Mothers

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided with reasonable break times (1 unpaid 15 minute break for every 3 hours worked) to

express breast milk for her baby. The library has designated a room for this purpose. Any breast milk stored in the refrigerator must be labeled and dated. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Employees must indicate their unpaid breaks on their timesheets.

Oscoda County District Library Benefits at a Glance

	Full-Time, Salary	Full-Time, Hourly	Part-Time	Irregular
Paid Time Off (PTO) Quickbooks refers to this as sick days	See schedule below	See schedule below	Yes, six per year	No
Paid Holidays	Yes	Yes	Yes	No
Disability Leave	Yes	No	No	No
Funeral Leave	Yes	Yes	Yes	No
Health Insurance	Yes	Yes	No	No
Disability Insurance	Yes	Yes	No	No
Life Insurance	Yes	Yes	No	No
Retirement	Yes	Yes	No	No

PTO:

Full-Time Salary and Hourly

<u>Years Employed</u>	<u>Days Earned</u>	<u>Hours</u>
0-1 years	No vacation	0 hours
1-5 years	5 days per year	40 hours
6-10 years	10 days per year	80 hours
11+ years	15 days per year	120 hours

Director's PTO

<u>Years Employed</u>	<u>Days Earned</u>	<u>Hours</u>
0-1 years	No vacation	0 hours
1-2 years	10 days per year	80 hours
3-5 years	15 days per year	120 hours
6-10 years	20 days per year	160 hours
11+ years	25 days per year	200 hours

Coloma
Public Library

Paid Leave Policy

Purpose

The Coloma Public Library recognizes that employees have diverse needs for taking time off from work. The **Paid Leave Policy** promotes a flexible approach by combining vacation, sick, and personal leave into one bank. **Bereavement** and **Jury Duty** policies continue to be separate and will remain in effect.

Though Michigan law does not require the Library to provide leave, the Coloma Public Library Board of Trustees has established paid leave benefits for full-time employees, to contribute to a positive work environment. The number of paid leave hours earned by a full-time employee corresponds to the position held and longevity of service. Additionally, the Board of Trustees reserve the right to change the rate of accruals as it determines appropriate.

Definitions

Paid Leave is compensated as time worked. An hour of paid leave is paid at an employee's regular rate of pay.

Leave Bank refers to the total number of paid leave hours an employee has available.

When Leave is Earned

New employees will earn a portion of their paid leave each pay period. After successful completion of 1 year of employment with the library, the full amount of leave will be applied to the employee's leave bank on the anniversary of the hire date. *If a staff member is hired on February 29, then the date will be February 28 in those years where February has only 28 days.*

Refer to the Benefits Policy for the number of paid leave hours that may be accrued by employees.

Protocols

Leave may be taken with permission from a member of the Library Administration. Leave should be scheduled to provide minimal interference with the normal operation of the Library. In case of emergency or unexpected illness, employees must contact the Administration as soon as possible.

A record of each staff member's paid leave accruals and usage will be maintained by the Administration.

Hourly employees will not receive paid leave compensation for time taken outside of scheduled hours.

Paid leave may not be used before it has been earned.

Paid leave time will not be credited beyond the maximum allowed by policy.

Use of leave hours is not required when the Library is officially closed for Holidays, severe weather, or by government mandate.

Donation

With prior approval from the Director, employees may volunteer to donate a portion of their paid leave hours to another employee. Both employees will submit a request to have leave hours transferred. Employees who have resigned their positions are not eligible to donate leave.

End of Employment

Employees leaving the service of the Library are eligible to receive payout of unused accumulated leave hours if the following criteria are met:

- The employee has worked for the library longer than one year.
- The employee is eligible for rehire.
- The employee has provided notice of resignation as listed below.
- The employee has turned in access keys.

The length of resignation notice corresponds to the position held and the impact the position vacancy causes to daily operations.

- The Director shall give a minimum of 8-weeks of notice.
- The Assistant Director shall give a minimum of 6-weeks of notice.
- The Head Library Assistant shall give a minimum of 4-weeks of notice.
- Youth Services Assistant shall give a minimum of 3-weeks of notice.
- All other positions must give 2-weeks of notice.

When **End of Employment** criteria is not met, payment of accumulated unused leave hours is forfeit.

When the criteria is met, unused accumulated leave shall be paid out in the following amounts:

- The Director shall be paid for no more than 240 accumulated unused leave hours.
- The Assistant Director shall be paid for no more than 160 accumulated unused leave hours.
- The Head Circulation Assistant shall be paid for no more than 160 accumulated unused leave hours.
- The Youth Services Assistant shall be paid for no more than 120 accumulated unused leave hours.
- The FT Library Assistant shall be paid for no more than 60 accumulated unused leave hours.

Payouts will occur in the first pay period that falls after the resignation has been completed. The payout shall be based on the most recent rate of pay of the employee.

Exceptions

No policy can cover every contingency. For leave situations not covered by existing policy, the Director will make reasonable determinations to ensure the Library remains appropriately staffed and will consult the Board as needed.

Updated 01/17/22
Updated 02/15/2021

Approved: 6/10/1991

Dorothy
Hull Library

Leave for Salaried Employees

The Director and Assistant Director are granted two (2) library weeks of paid vacation each year after working six (6) months.

A third library week of paid vacation will be available after three (3) years of service for the Director and after four (4) years of service for the Assistant Director . A fourth library week of paid vacation will be granted to the Director after five (5) years of service. A fourth library week of paid vacation will be granted to the Assistant Director after seven (7) years of service.

Holidays falling in a vacation period are not counted as vacation time.

Paid vacation is only provided to the Library Director and Assistant Director. Approval is needed prior to using vacation time. The Board President is authorized to approve the Director's request and the Director will approve all vacation requests from the Assistant Director.

The Director will each receive two (2) personal days per year with an additional day being granted after six (6) years of service. Each following year an additional personal day will be available to the Director up to a cap of seven (7) personal days. The Assistant Director will receive two (2) personal days per year.

The Board believes vacation is important for the Director and Assistant Director's wellbeing. Therefore, starting January 1, 2022, vacation days must be taken during the fiscal year for which they are awarded. Unused vacation time will be lost at the end of each fiscal year. Should unusual circumstances occur during a year making it difficult for the Director and/or Assistant Director to use vacation days, the Board may make an exception to paying out unused vacation days at its December Board meeting. Personal leave not used in any fiscal year will also be lost at the end of the fiscal year.

At the point of termination unused vacation time will be prorated and paid out at the salary rate earned just prior to termination.

The Director and Assistant Director are to be granted paid sick leave at the rate of two (2) library weeks per year after six (6) months of employment in a director's position. Unused sick leave may be accumulated up to four (4) library weeks. At the point of termination, unused sick leave will be paid out on a prorated basis.

Length of service is based on the time in the position for which the leave time is earned. Prior employment as an hourly employee is not counted in years of service for a salaried employee. All salaried leave time will become available January 1st of each year.

The number of hours in a library week will be determined by the Board for each position.

Personal Leave for Hourly Employees

Assistants will accumulate paid personal leave at the rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty (40) hours. Unused personal leave may be carried over from one fiscal year to the next not to exceed the forty (40) hour maximum. At the point of termination, unused leave will be paid on a prorated basis.

The Board may increase the maximum cap earned by a library assistant on a case-by-case basis.

Gifting of Personal Leave

With Board and Director approval, employees may gift their personal leave to other employees for the purpose of assisting with medical and/ or caregiving needs.

Scheduling Staff Coverage

The Director will schedule staff to cover the library's open hours as determined by the Board.

Emergency Closings

Staff scheduled to work during periods when the library closes under the **Emergency Closure Policy** will be paid for two months as if those hours were normally worked. For closures beyond two months, Board approval will be required for continued payment.

Telecommuting and Alternative Work Arrangements

The Director may approve, in consultation with the Board, telecommuting and other alternative work arrangements. These circumstances, include but are not limited to, work related to library operations/programming, professional development, staff meetings and emergency closures. Such arrangements are to be made in advance and include clear expectations, goals, and outcomes.

Telecommuting and alternative work arrangements shall not result in additional budget costs unless prior approval is given by the Board.

Holidays

The library shall be closed on the following holidays: New Year's Day; Martin Luther King Day; Presidents' Day; Memorial Day; Fourth of July; Labor Day; Veterans' Day; Thanksgiving Day; Christmas Eve; Christmas; and New Year's Eve.

Additional closings will be determined by the board at the November meeting for the following year and may match closings of the Windsor Township Office.

Assistants shall be paid for a holiday if it falls on their normal working day.

Staff Professional Development

The Director and Assistant Director shall attend meetings, conferences, workshops, etc.

Traverse Area District Library

Re: [Michlib-I] Parental Leave and PTO

From : Michele Howard <mhoward@tadl.org>
Subject : Re: [Michlib-I] Parental Leave and PTO
To : AW Cierra Bakovka <waycb@llcoop.org>

Wed, Mar 08, 2023 01:43 PM



Hi Ceirra,

We are a class IV library with generous PTO. See the chart below. We do not have Parental Leave but we do have a Short Term Disability policy for all Union employees that pregnant employees and use once the baby is born.

0 to <2 Years of employment	1 PTO Hour/13.00. Hours Worked	MAX: 160
2 to < 5 years of employment	1 PTO Hour/10.40 Hours Worked	MAX: 200
5 to < 10 years of employment	1 PTO Hour/8.66 Hours Worked	MAX: 240
10+ years of employment	1 PTO Hour/7.43 Hours Worked	MAX:280

Hope this helps!

Re: [Michlib-I] Parental Leave and PTO**From :** Sarah Skinner <sarah@bridgmanlibrary.com>

Wed, Mar 08, 2023 01:30 PM

Subject : Re: [Michlib-I] Parental Leave and PTO**To :** AW Cierra Bakovka <waycb@llcoop.org>External images are not displayed. [Display images below](#)

Hi, Cierra!

We just updated our Employee Handbook last month. The board and I decided to comply with the Michigan Labor Laws in case the laws do end up changing (right now it wouldn't apply because we only have 11 staff members). This is the language we used:

The Library provides Paid Time Off (PTO) to allow eligible employees to take time off for vacations, holidays, illness, and personal business without loss of pay. You are eligible for PTO after the successful completion of your probationary orientation period. PTO days should be requested whenever possible at least two weeks in advance, and approved by the Director. Generally, unused PTO does not carry over from one calendar year to the next, but in order to comply with Michigan paid sick leave laws, employees may carry over up to forty (40) hours of unused PTO.

PTO is earned on a calendar year basis, and it is accrued on a pay period basis. PTO may be used in one-hour increments as time away from scheduled work hours for vacation, personal time, or illnesses. Upon termination of employment with the Library, you will not be paid for accrued/earned, but unused PTO days, as the Library wishes to encourage employees to take their PTO each year, although you may carry-over up to 40 hours of PTO from one year to the next.

PTO hours will be earned as follows:

<u>Employees</u>	<u>Hours PTO</u>
Full-time salaried	150 hours per year, earned pro-rata by pay period
Full-time hourly non-exempt	1 PTO hour every 15 hours worked
Part-time hourly non-exempt	1 PTO hour every 15 hours worked

For employees who have worked for the Library for over five (5) years, you will earn 1 PTO hour for every 12 hours worked.

No employee will be paid for unused, accrued vacation upon termination of employment.

We also comply with FMLA laws and procedures for parental leave.

3. **Special Circumstances Unpaid Leave (Family or Medical Leave)**

FMLA leave for a reasonable amount of time may be granted for family or medical reasons. Federally approved reasons are:

1. For the birth and care of the newborn child of an employee;
2. For placement with the employee of a child for adoption or foster care;
3. To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
4. To take medical leave when the employee is unable to work because of a serious health condition.

To qualify for FMLA leave, you must meet the following requirements:

1. Worked for Bridgman Public Library for 12 or more months.
2. Worked at least 1,250 hours in the last 12 month period.

You will be required to complete the Application for Family or Medical Leave. You will also be required to fill out a Notice of Intention to Return From Leave Form seven (7) days prior to the end of your leave.

Re: [Michlib-I] PTO and Parental Leave

From : Corrine Stocker <cstocker@hazel-park.lib.mi.us>

Thu, Mar 02, 2023 02:14 PM

Subject : Re: [Michlib-I] PTO and Parental Leave



To : AW Cierra Bakovka <waycb@llcoop.org>

Hi Cierra,

At the Hazel Park District Library (class IV), we offer full-time employees 8 weeks of paid maternity/paternity leave.

Best,

-Corrine Stocker, Director

1. Paid Time Off (PTO)

The Library Paid Time Off (PTO) Plan is a program designed to allow employees paid personal time off from work. PTO requests are approved at the discretion of the Library Director. The PTO plan combines the more traditional types of time off, such as vacation and personal days into one plan. This benefit offers you increased flexibility and choice when managing your time off from work. Employees in the following employment category are eligible for PTO hours:

Administrative: Salaried employees scheduled to work no less than 40 hours per week

Full-Time: Regularly scheduled to work no less than 36 hours per week

Three-quarter time: Regularly scheduled to work no less than 30 hours per week

Part-time: Regularly scheduled to work no less than 15 hours per week or 780 hours per year.

Paid time off (PTO) hours are awarded to eligible employees at the beginning of the calendar year, January 1st, based on a percentage formula. The percentage awarded is based on the following factors:

- 1) Total accumulated hours worked from date of hire. Note: (Must be for consecutive years of service working a minimum of 780 hours per year (15 hrs per week.)
- 2) Employment category as of January 1st of the current calendar year.
- 3) Number of hours worked in the previous calendar year (January -December). **Note:** Sick time is not considered "hours worked".

(1) Total Accumulated Hours From Date of Hire	(2) Employment Category	(3) Actual "Hours Worked" In previous calendar year (*Hours will vary)	PTO %	Hours awarded on Jan. 1 st (*Hours will vary)
0 - 6,240 (equivalent of 0-3 years)	Administration	2080*	6%	125 hours*
6,241-16,640 hours (equivalent 3-8 years)	Administration	2080*	7%	145.5 hours*
16,641+ hours (equivalent 8+ years)	Administration	2080*	8%	187 hours*
1,872 (equivalent 1 year)	Full-Time (36-40 hrs per week)	1,872*	5%	93.5 hours*
1,873-5,616 (equivalent 1-3 years)	Full-Time	1,872*	6%	112 hours*

5,617-13,104 (equivalent 3-7 years)	Full-Time	1,872*	7%	131 hours*
13,105+ hours (equivalent 7+ years)	Full-Time	1,872*	8%	150 hours*

(1) Accumulated Hours	(2) Employment Category	(3) Actual "Hours Worked" In previous calendar year (*Hours will vary)	PTO %	Hours awarded on Jan. 1" (*Hours will vary)
1,560 (equivalent 1 year)	Three-Quarter Time (minimum 30 hrs per wk)	1,560*	3%	47 hours*
1,561-6,240 (equivalent 1-4 years)	Three-Quarter Time	1,560*	4%	62.5 hours*
6,241+ (equivalent 4+ years)	Three-Quarter Time	1,560*	5%	78 hours*
780 + (equivalent 1 year)	Half-Time (minimum 15 hrs per wk)	780 hrs minimum per yr	2%	15.5 hours*

You must use PTO hours in the same calendar year as the PTO hours were awarded. Upon an employee's written request, the Library Director may in his or her sole discretion grant an extension of up to two months in extenuating circumstances.

When using PTO, you will be paid at your current base pay rate.

Employees who have worked a total of twelve months may cash out awarded but unused PTO upon termination of employment.

PTO hours used in the previous calendar year are considered "hours worked" for purposes of calculating PTO and paid sick leave. PTO hours are not "hours worked" for purposes of calculating overtime under the Fair Labor Standards Act.

Note: PTO may be used for any reason including but not limited to time off needed for illness or injury. You are allowed to use sick leave benefits, if eligible, to cover illness or injuries. However, if you choose to use sick leave benefits, those hours are not counted as "hours worked" for purposes of calculating PTO.

2. Sick Days

The Library provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or non-work-related injuries. Eligible employee classification(s):

Administrative: Salaried employees scheduled to work no less than 40 hours per week

Full-Time: Regularly scheduled to work no less than 36 hours per week

Part-time: Regularly scheduled to work no less than 15 hours per week or 780 hours per year*

*Must work 780 hours per year or more to be eligible for paid sick leave.

On January 1 of each year, the Library awards paid sick leave to eligible employees who have worked for the Library at least twelve (12) consecutive months. The Library awards paid sick leave based upon the number of hours the employee worked in the previous calendar year. If you are an eligible employee and have worked at least one (1) year, on January 1 the Library will award you paid sick leave by dividing your total hours worked in the previous calendar year by 43. For example:

Total hours worked in previous year	Sick time awarded on January 1 (Total Hours worked in prior year divided by 43)
2,080	48 hours
1,872	43 hours
1,560	36 hours

New employees will be awarded paid sick days upon the one (1) year anniversary date of commencing employment. The Library will award paid sick leave to such employees by dividing the total hours worked in the previous calendar year by 43. Thereafter, the Library will award the employee paid sick leave on January 1. For example, a new employee hired on June 30, 2020 would be awarded paid sick leave on July 1, 2021 by dividing the number of hours the employee worked in 2020 by 43. On January 1, 2022, the Library would award paid

sick leave to the employee by dividing the number of hours the employee worked in 2021 by 43 .

Sick leave time is **not** considered "hours worked" and will not count toward the calculation of PTO and sick leave benefits.

Unused sick leave benefits will be allowed to accumulate until you have accrued 240 hours of paid sick leave. When you have reached the maximum 240 hours of accrued sick leave, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave falls below 240 hours, you will start accruing sick leave again.

Paid sick leave may be used in one hour increments.

If you cannot report to work because of an illness or injury, you should notify your supervisor or Library Director before the scheduled start of your workday. Your supervisor or Library Director must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, you must provide a doctor's statement that states you are ill or injured, date when it began, and when you should be able to return to work. We may also request a similar statement for other sick leave absences of less than three days.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Refer to Section 5.2. Workers' Compensation of the Employee Handbook for use of sick leave during state-mandated waiting period for work-related injuries.

1. Maternity and Parental Leave

Unpaid maternity leave may be granted to women with pregnancy-related conditions and for new mothers to recover from childbirth. To be eligible for maternity leave, the individual must be a full-time or part-time employee who has successfully completed the probationary period. Accrued but unused vacation and sick days run concurrently with maternity leave.

Parental leave is granted to both men and women for use in caring for new children, including birth and adoption. To be eligible for parental leave, the individual must be a full-time or part-time employee who has successfully completed the probationary period. Parental leave must be arranged upon advance notice and may be granted for up to six weeks. Accrued but unused PTO will run concurrently with parental leave.

VACATION PROGRAM

The Caro Area District Library Board of Trustees and Director believe that each regular employee needs and looks forward to a time of rest and relaxation each year. This affords the employee the time to regenerate and renew their efforts at work and at home. Vacation with pay is one of the ways we show our employees our appreciation for dedicated work and years of service.

AMOUNT OF VACATION TIME

The amount of vacation is dependent upon position held and years of employment.

Employees become eligible for vacation on the first anniversary day of employment.

Full-time Employees will receive 88 hours of paid vacation leave per year after they have been employed one calendar year. After six (6) years, an additional 8 hours shall be granted for each year thereafter, up to a maximum of 200 hours annually.

Part-time employees working more than 25 hours per week will receive 6 to 12 days depending upon years of employment. Part-time employees with 1-5 years of service will receive 48 hours of paid vacation leave per calendar year. After six (6) years, an additional 8 hours shall be granted for each year thereafter, up to a maximum of 96 hours annually.

Employees who are not yet eligible for paid vacation are able to take one week of unpaid vacation, based on average hours worked, upon approval of the Library Director or Assistant Director. Employees who receive paid vacation will not be approved for unpaid leave requests.

VACATION REQUESTS

No more than three weeks of vacation time may be taken at one time without the Director's approval.

All vacation requests must be submitted in writing to the Library Director or Assistant Director. Vacation requests must be approved by the Library Director or Assistant Director. The Library Director or Assistant Director have the discretion to determine whether vacation time may be granted for the requested time, depending upon work scheduling and business considerations.

OTHER CONSIDERATIONS

An employee who becomes ill during a scheduled vacation period may choose to use accumulated sick time in place of vacation time.

If a paid holiday falls during an employee's scheduled vacation time, the day will be charged as holiday and not against the employee's accumulated vacation time.

A request for vacation time must be preapproved. If a vacation request has been granted and in the meantime, all paid time off has been exhausted the vacation request is no longer valid. You will be expected to show up for your normally scheduled shifts. If you do not, it will be considered an unexcused absence. See also page 49 regarding attendance.

UNUSED VACATION TIME

There is no carry-over for vacation time to the next anniversary year.

Upon termination of employment by the Library, employees shall not be paid for their unused vacation time. If an employee resigns and provides the Library with 14-day notice, the employee will be entitled to be paid for their unused vacation time up to 200 hours with their last payroll check at their current rate of pay.

SICK/PERSONAL TIME

The Library's ability to serve the patrons in a timely and consistent manner is of utmost importance. Regular attendance at work contributes a great deal toward a better team effort and better served patrons. However, it is recognized that occasionally it may be necessary for employees to be absent from work due to illness or to attend to other personal matters. Therefore, after the successful completion of the training period, sick leave will be provided as set forth in this policy.

OTHER CONSIDERATIONS

An employee who becomes ill during a scheduled vacation period may choose to use accumulated sick time in place of vacation time.

AMOUNT OF SICK TIME

Paid sick or personal leave is not available for any employee until they have successfully completed the training period.

Regular full-time employees receive 72 hours of sick leave per year. Regular part-time employees working more than 25 hours a week receive 40 hours of sick leave per year.

Regular full-time employees receive 16 hours of personal leave per year.

UNUSED TIME

There is no carry-over for personal time to the next calendar year. Sick time can be carried over to the maximum of 480 hours.

Upon termination of employment by the Library, employees shall not be paid for their unused sick or personal time. If an employee resigns and provides the Library with 14-day notice, the employee will be entitled to be paid 25% of their unused sick time with their last payroll check at their current rate of pay.

UNPAID TIME OFF

FAMILY MEDICAL LEAVE ACT

Eligibility

The Library is a public agency covered by the Federal Family and Medical Leave Act (FMLA). However, employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer (e.g. Library) employ at least 50 employees at the worksite or within 75 miles.

Eligible employees who have completed at least twelve (12) months of service and worked 1,250 hours or more during the twelve (12) months preceding the day that the leave is to begin are eligible to take leave under the Federal Family and Medical Leave Act (FMLA).

Twelve Weeks of Leave Eligibility Overview

Eligible employees may request up to twelve (12) weeks of unpaid leave for the following:

- the birth or adoption of a child by the employee;
- the placement of a foster child with the employee;
- the physical or psychological care for a seriously ill parent, spouse, or child of the employee;
- the care of the employee's own serious physical or mental condition; or
- to deal with any "qualifying exigency" related to a spouse, son, daughter, or parent being notified of an impending call or order to active military duty or who is already on active duty.

These twelve (12) weeks may be taken in a rolling twelve (12)-month period measured backward from the date an employee uses an FMLA leave.

A family member with a "serious health condition" is defined as a parent, child or spouse who has a physical or mental condition that warrants the employee's participation during the period of medical treatment.

Twenty-Six Weeks of Leave Eligibility Overview

Eligible employees may request up to twenty-six (26) weeks of unpaid leave in a rolling 12 month period for the following:

- to care for a spouse, parent, son, daughter or "next of kin" who is a covered service member who is injured or recovering from an injury incurred while on active military duty.