



Vacation

Last modified AUGUST 8 2023

It is the practice of the Rowan County Public Library (“the Library”) that the Library Board of Trustees shall grant vacation leave with pay to all full-time employees.

Wherever there may be conflict between this policy and the Library’s general leave policy, this policy shall supersede the leave policy as it applies to vacation leave.

VACATION ACCRUAL

Vacation accrual begins with the first month of full-time employment, providing an employee’s hire date is on or before the tenth day of the month. Thereafter, vacation leave is credited to an employee’s account on the first day of the pay period following that in which it is earned.

Vacation leave accrues during any leave with pay, but not during leave without pay.

As outlined in the Library’s leave policy, all full-time employees shall earn 0.5 day of vacation per regular pay period.

USE OF VACATION LEAVE

As outlined in the Library’s leave policy:

- Vacation may only be used following the successful completion of a six (6)-month probationary period; and
- vacation must be scheduled and approved in advance; and
- vacation may be used in increments of 0.5 day.

If a paid holiday occurs during an employee’s vacation, that holiday will not be counted as a vacation day. If an employee becomes ill during vacation leave, the leave cannot be changed to sick leave except at the discretion of the Executive Director.



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ROLLOVER OF VACATION LEAVE

As outlined in the Library's leave policy, vacation may accumulate up to 30 days. Accumulated leave may be rolled over from the current fiscal year to the next. Fiscal years end on June 30 and begin on July 1.

COMPENSATION FOR UNUSED VACATION LEAVE

Upon termination of employment, an employee shall be paid for unused accrued vacation leave, up to 30 days.