

MEMO

To: RPL Board

From: Nick Demske, Interim Library Director

Date: November 19th, 2024

Subject: Aligning with City Employee Vacation Carryover Policy

Dear RPL Trustees,

In January 2024, the city adopted a new vacation allotment structure. The library board followed suit and adopted those same policies to stay in alignment with other city departments in February. However, the city also approved a vacation rollover amount from year to year of up to 80 hours of vacation for employees. Because we are governed separately from the rest of the city, this technically requires board approval to enact at the library as well.

I would recommend the board take this action so that library employees have the same vacation benefits as other city staff. But I would also recommend it because, according to my supervisors, it would assist with our operations, not forcing people to squeeze in all their last minute vacation at the end of the year and leaving us short-staffed in the holiday months.

If the board does approve this, I will come back with some language to revise in the coming months in our employee handbook to reflect the change. One paragraph in the current city handbook which we would likely adopt verbatim is included here:

“A. Maximum Vacation Balance: The Maximum Vacation Balance is the maximum amount of vacation hours that employees may maintain in their vacation account. The maximum vacation balance is based upon an employee's total annual vacation accrual amount plus 80 hours. Once an employee reaches the maximum amount of vacation that can be banked, no additional vacation will be added to the

account until some vacation has been used. Employees are allowed to carry over up to 80 hours of vacation time from one year to the next, but they cannot exceed the maximum vacation balance hours allowed."

Thank you for your consideration,

Nick Demske

Library Director