

SECTION 5.03 HOLIDAYS

A. Schedule:

The following ~~eleven~~ **twelve** days are designated as paid holidays for regular full-time and regular part-time employees:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. Spring Break
4. Memorial Day
- 5. Juneteenth Day**
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Thanksgiving Friday
10. Christmas Eve Day
11. Christmas Day Observance
12. New Year's Eve

In addition to the above listed holidays, regular full-time and regular part-time employees will be entitled to an additional floating holiday. Said holiday can be taken in an 8-hour increment only, and with at least three workdays advance permission from the employee's supervisor. The library reserves the right to determine how many employees may be allowed off on the floating holiday at any one time. ~~New employees must be regular employees for at least six calendar months in their first calendar year of regular full-time employment before they are entitled to the floating holiday that year.~~

~~B. Work Before and After Holiday: Employees shall be paid at their regular base rate of pay for the above mentioned holidays, however, to be entitled to such pay, the employee must work the full workday preceding and the full workday following the particular holiday unless on an excused absence (such as approved Paid Time Off), Military Leave, an FMLA absence, or an ADA-related leave of absence.~~

C. Work on Holidays: In the event an emergency should make it necessary for an employee to work during a holiday, the employee will be paid at double the employee's regular base rate for said period and in addition receive their holiday pay.

~~E. Eligibility: All employees eligible for holiday pay must be employed for 30 calendar days before being eligible for holiday pay.~~

D. The Racine Public Library will be closed on those days officially designated for the

observance of holidays by the City of Racine.

- E. In the event a City holiday falls on a Saturday or a Sunday, and the City observes the holiday by closing on a weekday, the Library will be closed on the weekday designated for the holiday observance and also on the actual holiday (Saturday).
- F. Further, the Library will continue to observe its tradition of closing on the City's Spring Break holiday.
- G. Holiday pay for part-time employees is granted under a pro-rata calculation, made on a calendar-year basis, based upon the employee's annual hours worked as a percentage of full-time employment. The calculation shall be based upon the employee's hours worked in the prior year.

SECTION 5.04 VACATION LEAVE

Qualified regular full-time (40 hours per week) library employees and regular part-time **library employees** shall be entitled to a vacation with pay in accordance with the following:

A. First Year Employees: ~~In the calendar year in which employment commences, new employees shall earn vacation at the rate of one-half day per full month of employment up to November 1, not to exceed five workdays. (Example: An employee who starts work on August 1, 2013, is entitled to one and one-half days vacation in the calendar year 2013). Employees who commence work on or after November 1 are not permitted any vacation time off during that calendar year.~~ **During the first calendar year of employment, new employees shall earn vacation on a prorated basis based on the new employee's start date.**

Thereafter, time in service on or before December 31 of each year shall be used as the basis for computing the length of vacation to which each employee is entitled. First year employees must work one full year from their date of hire before they are entitled to their full vacation accrual. (Example: An employee who starts work on August 1, 2013, would be on the payroll as of December 31, 2013, and would therefore be entitled to a full vacation allotment for 2014, provided the employee remained on the payroll until August 1, 2014, one full year after date of hire). First year employees who terminate or are terminated before completion of one year from their date of hire shall receive prorated vacation based on the number of full months worked from the previous December 31, which number shall be placed as the numerator in a fraction whose denominator is the number 12. Employees who terminate or are terminated before the completion of six months of employment are not eligible for the payment of earned vacation.

B. Other Employees: ~~The vacation schedule shall be as follows:~~

- ~~1. Ten workdays after one year of continuous employment;~~
- ~~2. Fifteen workdays after seven years of continuous employment;~~
- ~~3. Eighteen workdays after 14 years of continuous employment;~~
- ~~4. Twenty workdays after 18 years of continuous employment;~~
- ~~5. Twenty-five workdays after 23 years of continuous employment.~~

~~Time in service on or before December 31 of each year shall be used as the basis for computing the length of vacation to which each employee is entitled during the calendar year~~ After their first year of employment, current employees' annual paid vacation allotment will become available to them on January 1 of each year. Time in service on or before December 31 of each year shall be used as the basis for computing the length of vacation to which each employee is entitled.

(Example of computing the 15 workdays entitlement: An employee who starts work on February 20, 2016, and is on the payroll as of December 31, 2022, would be entitled as of January 1, 2023, to an allotment of 15 vacation days even though the employee has yet to reach their seven year anniversary date. ~~Should an employee leave employment with the library before reaching their anniversary date, such additional vacation days, if used, will be paid back to the library~~ The same concept shall be applied when computing vacation entitlement on or after January 1, 2024).

Effective as of January 1, 2024, paid vacation shall be allocated as follows:

Total Annual Hours	Maximum Vacation Balance Hours	Years of Continuous Service
96	176	Less than 4 years
136	216	At least 4 years but less than 9 years
176	256	At least 9 years but less than 14 years
216	296	At least 14 years but less than 21 years
256	336	At least 21 years

~~Employees who terminate their employment during the calendar year are entitled to their full scheduled vacation allotment, provided they submit a two working week written notice of termination. Failure to provide a written notification shall result in their vacation being prorated based on the number of full months worked from the previous December 31, which number shall be placed as the numerator in a fraction whose denominator is the number 12. Employees who are terminated for disciplinary reasons will also receive vacation on a prorated basis. Vacations must be scheduled and taken during the calendar year in which they are earned and cannot be accumulated or carried over from year to year except as provided in paragraph C below.~~

- C. ~~Carryover: In the event an employee cannot take a vacation regularly scheduled for the last week in December because they are called back by the library, the unused portion of this vacation for that week shall be carried over into the next year. Vacation permitted to be carried over must be used within the first three months of the new year. Otherwise, vacation that is not scheduled and taken by the end of the year will not be carried over and it will also not be paid out.~~ **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.
- D. **Departmental Authority and Responsibility:** Administrative Managers will determine when vacation periods will be granted and how vacation may be selected, considering the efficient operation of their department and the convenience of the employees. **Administrative Managers shall communicate the process for scheduling or picking vacation periods.** ~~Vacation Week: A vacation week for a regular full-time employee shall consist of 40 hours at the employee's regular base rate of pay. If a holiday falls within a calendar week of vacation, the employee shall have the right to take a four-day vacation.~~
- E. ~~Division of Vacation: The actual scheduling of vacations shall be agreed upon by the department head and the employee based on departmental needs. However, vacation periods of one week or more, including the holiday vacation weeks specified in paragraph D, will be given priority in the selection process.~~
- F. **Method of Selection:** ~~Vacation requests for each quarter must be received during the prior quarter. Changes of vacation dates may be made only by mutual agreement of the department head and the employee. In cases of conflict, priority will be given to requests received first. If requests are received on the same day, priority will be by seniority~~ **determined based on departmental needs.**

- G. Retirement/Disability: Employees who retire under the Wisconsin Retirement Plan System prior to December 31, or employees who are unable to work due to a disability, shall be entitled to any unused vacation (excluding and unused rolled over vacation) not taken during the calendar year of retirement or disability. ~~be paid all proper compensation up to their final day of employment. In addition, the library will pay any accrued but unused vacation on a pro-rata basis and compensatory/overtime.~~
- H. Death: The ~~survivors~~ surviving spouse or estate of an employee who dies prior to December 31 shall be entitled to any unused earned vacation (excluding any unused rolled over vacation) not taken by the employee during the calendar year of death.
- I. Promotion from part-time to full-time: Date of hire shall be used to determine vacation leave, not date of promotion.
- J. Resignation with the Requisite Notice: Employees who resign from their employment during the calendar year are entitled to a prorated amount of their current year's accrued but unused vacation balance (excluding any unused rolled over vacation), provided they submit a minimum of two working weeks' written notice of separation. The prorated amount will be based on the number of full months worked from the previous December 31, which number shall be placed as the numerator in a fraction whose denominator is the number 12.
- K. Resignation without the Requisite Notice: Failure to provide two working weeks' written notification of separation shall result in not being eligible for payout of any rolled over or otherwise accrued vacation time.
- L. Termination: Employees who are terminated by the Library will not be eligible for payout of rolled over or otherwise accrued vacation time.