

# MEMO

To: RPL Board

From: Lizzie Hjelle, Deputy Director

Date: Jul 17, 2025

Subject: Revised All Staff Handbook Policies 5.03 and 5.04

Dear RPL Trustees,

I have included in this board packet a redline document of Library Staff Handbook Policies 5.03 Holidays and 5.04 Vacation Leave. This document outlines proposed changes to policies surrounding library employee Paid Time Off, which have significant impact on the work-life balance and morale of library staff.

In consultation with Executive Director Nick, the library's Leadership Team, and the City of Racine Human Resources Department, I led these revisions. Some highlights from the proposed revisions include:

- Removing outdated/irrelevant language and references to outdated practices, such as disallowing pay for a holiday if you use sick time the day before or after the holiday.

- Including Juneteenth on the list of designated paid holidays.

- Most notably, we have updated definitions and practices throughout these policies to align with the City of Racine's Employee Handbook, which recently underwent significant revision and legal review. Library employees were already subject to many of these changes, which have been clearly outlined in this proposed revision.

Thank you for your time and consideration,

Lizzie Hjelle