

**Oshkosh Public Library**  
**Personnel Policy Analysis – Library and City of Oshkosh Policies**  
**Section 221 – Vacation Policy**  
**March 30, 2023**

**ANALYSIS**

On July 28, 2022, the Library Board approved a significant change to the method used to allocate vacation leave time to Library employees, as well as the rules for accumulating and using vacation leave. As detailed in a July 19, 2022 memorandum to the Board, the Library Director proposed changing to an “*earn as you go*” approach (i.e., start employment with a balance, earn more each month, and use up to a maximum balance) rather than the City’s “*earn first then use*” approach, where employees spend a year accruing vacation leave time to be used in the following year. We recommend continuing the approach as approved in July, 2022, as we believe it is working well.

There are a few minor revisions that the Director recommends for Board consideration that will increase alignment with the City’s vacation leave policy. Those include the following:

1. Add descriptive headings to all paragraphs (i.e. Eligibility and Accumulation).
2. Renumber all paragraphs.
3. Add a provision to the Separation section (paragraph #7) to reclaim vacation leave advanced to a newly hired employee if they leave employment within one year.
4. Adopt the City’s provision for earning additional vacation leave time after an employee has reached the milestone of 28 years of employment with the Library (table beneath paragraph #2).
5. Adopt a similar provision to one in the City’s employee handbook, explicitly giving the Library Director the authority to consider an employee’s prior relevant experience when determining their vacation leave. Adding this provision will make official what has long been in practice. (Prior Service, paragraph #6).

***Proposed revisions appear below in bold face italic.***

## **PROPOSED POLICY REVISION**

### **221 VACATION**

1. **Eligibility** - All regular full-time and regular part-time employees shall be entitled to paid vacation leave, which shall be earned and used in accordance with the terms in this section.
2. **Allocation** - Employees are allocated paid vacation leave hours based on their length of employment up to the amounts shown below. Regular part-time employees and part-time employees are allocated paid vacation hours on a pro-rated basis, as calculated using the method in Section 200 (1) of this handbook.

	<b>Annual Allocation (Days)</b>	<b>Annual Allocation (Hours)</b>	<b>Monthly Allocation (Hours)</b>
Upon Hire	5 days		3.34 hours
After 1 year	10 days	80 hours	6.67 hours
After 5 years	15 days	120 hours	10 hours
After 10 years	20 days	160 hours	13.34 hours
After 18 years	25 days	200 hours	16.67 hours
<b><i>After 25 years</i></b>	<b><i>28 days</i></b>	<b><i>224 hours</i></b>	<b><i>18.67</i></b>

3. **Accumulation** -- Employees shall earn vacation monthly as of the first day of each month according to their allocation level. Employees shall earn additional paid vacation leave hours at a new level beginning on the first day of the month following the work anniversary date on which they qualify for an increase.
4. **Maximum Balances** – Each employee’s maximum balance of paid vacation leave will be the hourly amount for their length of service, as detailed in sub-section (1) above, pro-rated for part-time employees. Additional paid vacation leave hours will be allocated monthly up to an employee’s maximum allowed balance. Once the maximum balance has been reached or exceeded, additional paid vacation leave hours will not be allocated until their balance falls below the maximum.

5. New Hires – All newly hired employees shall be credited with 40 hours of vacation upon their first day of employment (prorated for part time). This time is available for use immediately upon approval of their supervisor. Newly hired employees will also begin monthly accrual the first of the month after their hire. New hires are those who have never worked for the Oshkosh Public Library or have been separated from the library for a period of three years. In hiring a new employee, the Library Director may consider prior relevant experience in determining the starting balance and allocation level for paid vacation leave.
6. Prior Service – *The Library Director may consider an employee’s prior relevant experience in determining their proper vacation schedule.*
7. Separation: Upon voluntary separation, an employee shall be paid for the unused portion of his/her allocated paid vacation leave balance. *In the event of separation prior to completion of one (1) year of service, paid leave hours advanced to the employee at hiring will be deducted from the unused portion of their allocated leave balance before paying out after separation. If the employee’s unused portion of allocated vacation leave time is less than the number of hours advanced to the employee upon hiring, no time will be paid out upon separation.*
8. Recognized Holiday – Allocated paid vacation leave shall be used only on days which an employee normally works. If a holiday for which paid leave time is authorized falls within the employee’s vacation period, the hours shall be paid as holiday leave and not vacation leave.
9. Approval – Use of vacation time must be approved in advance by the employee’s supervisor. Requested vacation leave may be denied by a supervisor based on the grounds that granting it would compromise efficient operation of the Library.
10. Accrual Exceptions - Except for Family Medical Leave, vacation is not earned while an employee has been on leave of absence without pay, layoff, or receiving worker’s compensation for an on-the-job injury exceeding thirty days.

[Section 221 Revised March 30, 2023]

**Current Library Policy**

**Current City of Oshkosh Policy**

**221 VACATION**

**221 VACATION**

All regular full-time and regular part-time employees shall be entitled to paid vacation leave, which shall be earned and used in accordance with the terms in this section.

All regular full-time employees shall be entitled to a vacation and shall earn annual vacations with pay as follows:

- Allocation - Employees are allocated paid vacation leave hours based on their length of employment up to the amounts shown below. Regular part-time employees and part-time employees are allocated paid vacation hours on a pro-rated basis, as calculated using the method in Section 200 (1) of this handbook.

- Employees with continuous years of service annually earn:
- Upon Hire - 10 days (prorated 1st year based on hire date)
  - After 5 years - 15 days
  - After 10 years - 20 days
  - After 18 years - 25 days
  - After 25 years - 28 days

	<b>Annual Allocation (Days)</b>	<b>Annual Allocation (Hours)</b>	<b>Monthly Allocation (Hours)</b>
Upon Hire	5 days		3.34 hours
After 1 year	10 days	80 hours	6.67 hours
After 5 years	15 days	120 hours	10 hours
After 10 years	20 days	160 hours	13.34 hours
After 18 years	25 days	200 hours	16.67 hours

- Employees shall earn vacation monthly as of the first day of each month according to their allocation level. Employees shall earn additional paid vacation leave hours at a new level beginning on the first day of the month following the work anniversary date on which they qualify for an increase.

- New Hires - Upon hire, prorated vacation shall be calculated and provided based on the employee's date of hire. As of January 1, following the year of hire, employees shall receive the full vacation allotment.
- Prior Service – Subject to final approval by the City Manager, the Director of Administrative Services or his or her designee may consider an employee's prior relevant experience in determining their proper vacation schedule.
- Earned/Used - Employees shall have earned said vacation as of January 1 of each year and said vacation must be taken in the calendar year following the year in which it was earned.
- Accumulation - No vacation shall be permitted to accumulate from one year to the next unless by direction of the employee's supervisor, the employee was requested to delay taking a vacation and was unable to reschedule it within the calendar year. In such instances, the supervisor

- |  |   |
|--|---|
| <p>3. <u>Maximum Balances</u> – Each employee’s maximum balance of paid vacation leave will be the hourly amount for their length of service, as detailed in sub-section (1) above, pro-rated for part-time employees. Additional paid vacation leave hours will be allocated monthly up to an employee’s maximum allowed balance. Once the maximum balance has been reached or exceeded, additional paid vacation leave hours will not be allocated until their balance falls below the maximum.</p> <p>4. <u>New Hires</u> – All newly hired employees shall be credited with 40 hours of vacation upon their first day of employment (prorated for part time). This time is available for use immediately upon approval of their supervisor. Newly hired employees will also begin monthly accrual the first of the month after their hire. New hires are those who have never worked for the Oshkosh Public Library or have been separated from the library for a period of three years. In hiring a new employee, the Library Director may consider prior relevant experience in determining the starting balance and allocation level for paid vacation leave.</p> <p>5. <u>Separation</u> – Upon voluntary separation, an employee shall be paid for the unused portion of his/her allocated paid vacation leave balance.</p> <p>6. <u>Recognized Holiday</u> – Allocated paid vacation leave shall be used only on days which an employee normally works. If a holiday for which paid leave time is authorized falls within the employee’s vacation period, the hours shall be paid as holiday leave and not vacation leave.</p> | <p>shall inform the Director of Administrative Services in writing of the circumstances and request waiver of the policy. In the absence of any action taken by the Director of Administrative Services, non-represented exempt employees will automatically have any residual vacation on paid out on the last paycheck of the year, up to a maximum of five (5) days. Automatic payouts shall begin on the last check in 2022.</p> <p>5. <u>Separation</u> - Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits. In the event of separation prior to completion of one (1) year of service, no unearned vacation shall be paid.</p> <p>6. <u>Recognized Holiday</u> - Charges against vacation credits shall be made only to those days on which an employee normally works. If a recognized holiday falls within the vacation period, the holiday shall not be charged against vacation. 7. Approval - Use of vacation time must be approved in advance by the employee’s supervisor. The vacation schedules shall give consideration to the efficient operation of the Department. If an employee has been on layoff or receiving worker’s compensation for an on-the-job injury exceeding thirty days during the period used to determine the employee’s annual earned vacation, he/she shall receive a corresponding prorated vacation allocation.</p> |
|--|---|

7. Approval – Use of vacation time must be approved in advance by the employee’s supervisor. Requested vacation leave may be denied by a supervisor based on the grounds that granting it would compromise efficient operation of the Library.

8. Accrual Exceptions - Except for Family Medical Leave, vacation is not earned while an employee has been on leave of absence without pay, layoff, or receiving worker’s compensation for an on-the-job injury exceeding thirty days.

[Section 221 Revised July 28 2022]