

**Camden County Library District  
Policy Manual**

**Section 1. Employees  
Subsection 9. Vacation**

**VACATION**

Full-time personnel shall receive vacation time each year on the following basis:

<b>After one year of service:</b>	<b>2 work weeks</b>
<b>After five years of service:</b>	<b>3 work weeks</b>
<b>After ten years of service:</b>	<b>4 work weeks</b>

Part-time Branch Managers, Department Heads, Business Manager, IT Analyst and PR/Marketing Manager shall receive vacation time in proportion to full-time employees and in relation to the workweek for that employee: (example)

<b>After one year of service - 20 hours per week</b>	<b>2 work weeks (40 hours)</b>
<b>After five years of service - 20 hours per week</b>	<b>3 work weeks (60 hours)</b>
<b>After ten years of service - 20 hours per week</b>	<b>4 work weeks (80 hours)</b>

No other employees accrue vacation time. Time off without pay must be approved by their supervisor.

Vacation time cannot be taken until completion of six months of employment. Any vacation taken between the completion of probationary period and first anniversary of employment will be deducted from vacation time earned to be taken during the second year of employment.

The vacation period is considered to be one year following the anniversary month of employment for each employee. Under no circumstances will vacation time accrue to over eight (8) work weeks.

Vacation time must be arranged with employee's supervisor and approved by the Director as far in advance as possible. Special permission must be obtained from the Director to take more than two consecutive weeks of vacation leave. Vacations must be taken at a time convenient to the library schedule.

An authorized holiday shall not constitute a vacation day. Whenever an authorized holiday falls within an employee's vacation leave, that holiday will not be counted against his/her vacation leave.

Employees leaving employment before six (6) months of service is completed will forfeit vacation time earned.

Full-time employees will be reimbursed for up to 60 days or 8 weeks of unused vacation leave upon resignation, providing adequate notice of resignation has been given.

Part-time Branch Managers, Department Heads, Business Manager, IT Analysts, and PR/Marketing Manager will be reimbursed for up to 8 weeks worth of unused vacation as pro-rated on hours worked per week.

Vacation time will not be taken in less than one (1) hour increments.