

**Camden County Library District
Policy Manual**

Section 1. Employees

Subsection 15. Pro-ratio Rate for Part-time Employees

Various types of leave are pro-rated for part-time/regular employees based on a full time forty (40) hour week, i.e., 5 days, 8 hour days. The ratio applies to:

**Holidays
Compassionate leave
Vacation
Emergency leave
Sick leave
Leave without pay
Personal leave**

Daily pro-ratio is calculated by dividing the number of hours worked per week by 5 days. Number of hours granted for part-time regular employees is then calculated by multiplying pro-ratio by number of days allowed full-time people for each type of leave.

**38 hrs. per week = 7.6 hrs
36 hrs. per week = 7.2 hrs
31 hrs. per week = 6.2 hrs
32 hrs. per week = 6.4 hrs
28 hrs. per week = 5.6 hrs
25 hrs. per week = 5 hrs
24 hrs. per week = 4.8 hrs
20 hrs. per week = 4 hrs**