

PAID TIME OFF (PTO)

*All employees are given PTO when they begin employment, but new employees may not use PTO time until they have completed a 90-day probationary period. The amount of annual PTO given to employees will be prorated based upon the first official day of employment for the first fiscal year. PTO for the following years will be given at the start of each new fiscal year. The number of hours granted for each “week” of PTO will be the same as the average number of hours said employee works per week.

Supervisory Employees (working an average of 28 hours or more per week) will receive:

- Five weeks annually for the first four years of service.
- Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Seven weeks annually from the tenth year on.

Part-Time Employees (working an average of 20 to 27 hours per week) will receive:

- Three weeks annually for the first four years of service.
- Four weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Five weeks annually from the tenth year on.

(Effective 1/1/2025) Part-Time Employees (working an average of less than 20 hours per week) will receive:

- 40 hours of PTO annually.

PTO may be used for any needs of the employee, including vacation, personal, illness, or other reasons as required under the Michigan Earned Sick Time Act (ESTA). Up to 12 weeks of PTO may be used each calendar year. Additional unused PTO will be rolled over to the following year. When employment is terminated by the library or the employee, the employee will not be compensated for the balance of their accumulated PTO.

Employees using PTO that is foreseeable must give notice to the Director and gain approval 7 days prior to the time the PTO is to be used. If use for PTO is for sickness that is not foreseeable, the employee must give as much notice as is practicable. All PTO usage must be noted on the timesheet for that pay period. The President and Vice President of the Library Board will have check-ins with the Director regarding the Director’s PTO usage.

*Employees hired prior to the update of this policy (7/11/2023) will be grandfathered in under the prior PTO amounts (see below):

...The number of hours granted for each “week” of PTO will be the same as the average number of hours said employee works per week.

Five weeks annually for the first four years of service.

Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.

Seven weeks annually from the tenth year on.