

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Vacation

CHAPTER: VII

SECTION: 7

EFFECTIVE DATE: 1/96

REVISION DATE: 6/96, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library grants vacation with pay under the conditions provided in its respective collective bargaining agreements, or according to benefits packages established for Management/Confidential and non-represented employees. Supervisory personnel who are responsible for administering vacation time must consult the collective bargaining agreements for further guidance.

II. GUIDELINES

A. Accrual

1. Vacation credits are earned by full-time and regular part-time employees at the rates established in the applicable collective bargaining agreements.

2. Part-time employees (those scheduled for nineteen [19] or fewer hours per week) and seasonal employees are not eligible for vacation credits.
3. Vacation accruals are credited bi-weekly, as they are earned.

B. Scheduling Vacation

1. The employee must indicate his/her vacation preference(s) in advance to his/her immediate supervisor, following any guidelines stipulated in the appropriate collective bargaining agreement. The employee must also complete a Leave Request Form (PO-19).
2. The scheduling of vacations must be approved by the department head or designee in advance, and such approval is subject to the work requirements of the department or work unit.
3. While sincere efforts are made to try to schedule vacation times desired by the employee, staffing requirements of the work unit must take precedence.

C. Use of Vacation

1. Vacation credits must be earned before they can be taken.
2. Vacation can be taken only in the minimum units provided in the collective bargaining agreements, or in benefits packages established for Management/ Confidential and non-represented employees.

3. At the time vacation is taken, the employee must accurately record the vacation time used on his/her time sheet so that it can be properly deducted from the his/her vacation bank.