

Part IV – Benefits

Library Director

1. After one (1) full year of employment the Director shall be entitled to one (1) week paid vacation. After three (3) years of employment s/he will be entitled to two (2) weeks paid vacation. After ten (10) years of employment the Director shall be entitled to three (3) weeks of vacation. Hours paid for vacation to be comparable to the hours worked in a normal work week. The Director is responsible for finding a replacement. The Director will not be paid for unused vacation time.
2. The Director shall be entitled to three (3) paid sick days per year. These may not be accumulative. Sick days may be used for personal and family illness. "Personal" to include scheduled doctor's appointment. The Director will endeavor to find a replacement for these days so that the library may remain open. The Director will not be paid for unused sick days.
3. In the instances of the Director's absence, the library will pay for a substitute.
4. When holidays fall on days that the Library is normally scheduled to be open, the Director will be paid for any hours that s/he normally would have worked on that day. Scheduled library holidays are defined in the Policy and Procedures notebook.
5. Death in the family – The Director will be paid for up to three days in the event of a death in the immediate family (parent, step-parent, spouse, child, step-child, brother, sister, grandparent, grandchild, great-grandparent) and one day in the event of death of a mother/father-in-law, brother/sister-in-law, or son/daughter-in-law/ Requests for additional time off, using vacation time, sick day time, or time off without pay may be honored.
6. Jury Duty- the Director will be paid for her/his normally scheduled work hours in the event s/he is called for jury duty during scheduled work hours.
7. Weather Closings – In the event inclement weather forces the closing of the Library, the Director shall be paid for the hours s/he would have worked on that day.
8. Building Disruptions – In the event the Town Hall building where the Library is located should lose power or water, causing the need to close the Library, the Director will be paid for the hours s/he would have worked on that day.

Library Assistant, Library Clerk or Library Aide

1. After three (3) full years of employment, library support staff are entitled to one (1) week of Paid Time Off. After five (5) years of employment, library support staff are entitled to two (2) weeks of Paid Time Off. After ten (10) years of employment, library support staff are entitled to three (3) weeks of Paid Time Off. "Paid Time Off" allows library support staff a set amount of hours to be used for vacations, sick time, personal days, or for whatever reason deemed necessary with prior approval of the Library Director. The annual time off will not accumulate, and library support staff will be paid for any unused time, provided adequate notice to resign of at least two weeks is provided.
 - a. "Paid Time Off" is earned in the year prior to the employment anniversary date on which it becomes available.
 - b. Definition of a "Week": A "Week" is the average number of hours worked in the previous 52 weeks to be determined by a payroll audit rather than the number of hours budgeted.

2. Funeral Leave – The employee will be paid for (1) week of normally scheduled hours commencing on the date of hire in the event of the death of an immediate family member (spouse, child, step-child, sibling, grandchild, grandparent, great-grandparent, mother/father-in-law, or son/daughter-in-law). Requests for additional time off utilizing PTO or time off without pay may be honored at the discretion of the Director.
3. Jury Duty – The employee will be paid for the normally scheduled work hours in the event the he/she is called for Jury Duty during scheduled work hours commencing on the date of hire.
4. Holiday Pay – When holidays fall on the days that the Library is normally scheduled to be open, the employee will be paid for any hours that he/she would normally have worked on that day. Scheduled Library holidays are annually adopted by the Board of Trustees prior to the beginning of the new calendar year.
5. Weather Closings – In the event inclement weather forces the closing of the Library, employees will be paid for the hours normally scheduled to be worked on that day. Emergency closing decisions are at the discretion of the Library Director.
6. Building Disruptions – In the event the Town Hall building should lose power or water, causing the need to close the Library, the employee will be paid for the hours he/she would have worked on that day.