

Paid Time Off (PTO)

The Library provides benefited employees with Paid Time Off (PTO). These hours are allotted and paid out in accordance with hours of work, exempt/non-exempt status, and years of service.

Beginning with the first day of employment, benefited employees will be allotted Paid Time Off (PTO) hours in accordance with the PTO schedule. Employees may begin to request use of PTO once the allotted hours appear on the employees' electronic time record.

More specific details may be found in the Employee Handbook.

Exempt Employees			Payout Percent		
From Year Through Year	Allotment Rate in hours		Maximum Allotment in Hours	Payouts at the Time of Termination, LOA or Going PT	
	Bi-Week	Annual		% Amount	Max Hrs. Paid Out
Full-Time					
1-5	9.54	248	1,500	15%	225
5 – 10	11.08	288	1,500	20%	300
10-15	11.08	288	1,500	25%	375
15-20	11.08	288	1,500	30%	450
20-25	11.08	288	1,500	35%	525
25+	11.08	288	1,500	40%	600
Non-Exempt Employees			Payout Percent		
From Year Through Year	Allotment Rate in Hours		Maximum Allotment in Hours	Payouts at the Time of Termination, LOA or Going PT	
	Bi-Week	Annual		%	Max Hrs. Paid Out
Full-Time Employee					
1-5	6.46	168	1,500	15%	225
5-10	8.00	208	1,500	20%	300
10-15	9.54	248	1,500	25%	375
15-20	11.08	288	1,500	30%	450
20-25	11.08	288	1,500	35%	525
25+	11.08	288	1,500	40%	600
20-Hour Employee					
1-5	2.00	52	300	100	300
5-10	2.77	72	300	100	300
10-15	3.54	92	300	100	300
15-20	4.31	112	300	100	300
20-25	4.31	112	300	100	300
25+	4.31	112	300	100	300
25-Hour Employee					
1-5	2.50	65	300	100	300
5-10	3.46	90	300	100	300
10-15	4.42	115	300	100	300
15-20	5.38	140	300	100	300
20-25	5.38	140	300	100	300
25+	5.38	140	300	100	300
30-Hour Employee					
1-5	3.00	78	300	100	300
5-10	4.15	108	300	100	300
10-15	5.31	138	300	100	300
15-20	6.46	168	300	100	300
20-25	6.46	168	300	100	300
25+	6.46	168	300	100	300