

# Personal Time Off for Part Time Staff

Created 18 Oct 2021

Approved 14 Dec 2021

The library values the work of part-time staff and the talents that they bring to our services. To recognize that, the library allows some unpaid time off for eligible part-time staff for personal reasons. Use of Personal Time Off (PTO) by part-time staff must be approved by the Library Director.

## *Eligibility*

Part time staff will accrue six (6) occurrences of PTO annually on their anniversary date. Part time staff must complete the introductory period in order to be eligible for the PTO.

## *Occurrences may be used as followed*

.5 Occurrence: Missing more than 2 hours of scheduled shift
1 Occurrence: Miss full scheduled shift

## *Requests for use*

Requests for PTO must be submitted through the PTO Request form to the Library Director 2 weeks in advance. Requests are approved at the discretion of the Library Director.

## *Misuse*

The library is not required to provide PTO to part-time staff by the state or federal government. PTO is provided as a benefit and a privilege. Misuse can lead to loss of some or all accrued PTO, loss of the ability to continue accruing PTO, loss of employment, or other disciplinary measures.