



## Policy HR 12.16 Management Leave

Adopted by the Library Board of Trustees: 02/23/2017

Each regular Management employee shall be entitled to 37.5 hours of management leave per year. Management leave shall be credited to the employee on January 1 of each year.

During an employee's first year of employment as a manager, management leave is on a pro-rated basis determined by the number of weeks remaining between the date of hire, or promotion to a management position, and the end of the year. Management employees who are in probationary status may take management leave during the probation period.

Employees may schedule their use of management leave with prior approval of the Library Director or Assistant Director.

### **1. Management Leave Accrual Cap.**

Accrued management leave in excess of 75 hours for full-time employees and 60 hours for part-time employees that is not taken by the end of any calendar year shall be lost unless it has been necessary to delay the employee's use of such leave due to the work requirements of the Employer. Any employee who desires to carry over more than the cap from one calendar year to the next must receive the prior approval of the Library Director.

### **2. Payment for Unused Management Leave upon Separation.**

An employee who has completed probation and who resigns with a minimum of two (2) weeks written notice or is terminated shall be paid for his/her accrued but unused management leave. Payment for unused management leave at time of separation shall be at the employee's current rate of pay.

### **3. Administration**

The Library Director or designee is responsible for administering this policy.