

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 305

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VACATION POLICY

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**Amount of Vacation Allowance**

The amount of vacation allowance granted to eligible employees is based on classification of position and length of employment. The vacation allowance for full-time regular employees is as follows:

<b><u>Classification</u></b>	<b><u>Yearly Vacation Rate</u></b>	<b><u>Accrual Vacation Rate</u></b>
Exempt	22 days per year	5.92 hours per pay period (biweekly)
Non-exempt for the first three years of employment	15 days per year	4.04 hours per pay period (biweekly)
Non-exempt after third year of employment	22 days per year	5.92 hours per pay period (biweekly)

**Eligibility**

The above schedule applies to full-time regular employees.

Part-time employees (working less than 35 hours per week) earn paid vacation

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