

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.

Years of Service	Accrual Per Hour Worked	Max Accrual in Hours	% of Hours Paid Out
Exempt Employees			
0-.99	0.12	1,500	0%
1 to 4.99	0.12	1,500	15%
5 to 9.99	0.14	1,500	20%
10 to 14.99	0.14	1,500	25%
15 to 19.99	0.14	1,500	30%
20 to 24.99	0.14	1,500	35%
25+	0.14	1,500	40%
Non-Exempt Employees			
FULL-TIME			
0 to .99	0.08	1,500	0%
1 to 4.99	0.08	1,500	15%
5 to 9.99	0.10	1,500	20%
10 to 14.99	0.12	1,500	25%
15 to 19.99	0.14	1,500	30%
20 to 24.99	0.14	1,500	35%
25+	0.14	1,500	40%
PART-TIME			
0-.99	0.08	375	0%
1 to 4.99	0.08	375	40%
5 to 9.99	0.10	375	40%
10 to 14.99	0.12	375	40%
15+	0.14	375	40%