



Illinois Heartland Library System

TO: IHLS Executive Committee
FROM: Leslie Bednar
DATE: May 11, 2021
RE: Staff Handbook – Employee Benefits, Voluntarily Provided by IHLS

Background

The Personnel Committee and the Board are actively involved in updating the IHLS Personnel Code. When this update is completed, the goal is to have a more employee-focused Staff Handbook that serves as a guide to our colleagues as they go about their day-to-day work and interaction with coworkers. Our goal is to complete the handbook in early FY2022.

Proposal

The attached proposal is new language for the Holidays and Personal Leave subsections of the current Personnel Code in Section V. Employee Benefits, B. Voluntarily Provided by IHLS.

It was originally shared with the Personnel Committee for their May 4, 2021, meeting. The committee suggested additional language that is included in this version.

Thank you, and please let me know if you have any comments or questions.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

CURRENT Personnel Code:

d. Holidays

IHLS observes twelve paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day and the day following; Christmas Eve Day, Christmas Day, and New Year's Eve. A holiday schedule is posted at the beginning of each calendar year.

All employees who regularly work 40 hours will receive holiday pay based on the number of hours paid during a regular workday. In the event an employee works on a holiday, he/she may choose another day off in lieu of the scheduled holiday. All non-exempt employees that are required to work on a holiday will receive pay at time and a half.

To accommodate employees of varying religions, personal leave, or vacation may be used to be absent during religious holidays.

PROPOSED POLICY:

Holidays

IHLS observes ten paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day following; Christmas Eve Day, Christmas Day, and New Year's Eve.

A holiday schedule is posted at the beginning of each fiscal year on the IHLS website and on our IHLS Intranet. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

The following conditions apply to IHLS Holiday pay policy:

- Employees who work 30 hours or more in a scheduled work week will receive a paid holiday.
- Employees that work 30-39 hours per week will receive holiday pay at a prorated rate. The prorated rate will be determined based on your routinely scheduled work week. *For example if you work 32 hours a week you will be paid 6.4 hours of Holiday Pay (32/40 *8hr)*
- Holiday hours will be paid in 8- hour increments for full time employees.
- If a holiday falls on your normally scheduled day off you will be given a floating holiday to ensure that you are paid 10 holidays annually.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.

- In the event an employee works on a holiday, he/she will accrue holiday hours that they may choose another day off in lieu of the scheduled holiday. Any holiday hours must be taken by the end of the fiscal year in which they are received, or they will be lost.
- All non-exempt employees that are required to work on a holiday will receive pay at time and a half.
- To accommodate employees of varying religions, employees may choose to work one of the above listed holidays and use that time to be absent during a religious holiday of their choice. This must be preapproved by your supervisor. Any holiday hours must be taken by the end of the fiscal year in which they are received, or they will be lost.
- Holiday leave hours earned will not be paid out upon termination.

CURRENT Personnel Code:

g. Personal Leave

Employees working over 40 hours a week have three personal leave days off with pay per fiscal year. Employees hired after July 1 will receive personal days on a pro-rated basis on the first day of the month after 30 days of service.

Personal leave does not accumulate, and there is no compensation for unused time upon resignation/separation.

PROPOSED POLICY:

Personal Leave

Eligibility

Personal leave is provided to all employees both full and part-time employees.

For record-keeping purposes, IHLS will issue employees' personal leave up front as of July 1 of every fiscal year. Personal leave allotment begins upon hire or transfer into an eligible position, as noted above. Personal leave is prorated for new hires based on the employee start date.

Allotment Rate

Employee Type	Personal Leave
Employees working 40 hours a week	40 hours
Employees working 30-39 hours a week	Prorated *
Employees working 29 hours or less a week	16 hours

**For example, an employee who works 32 hours per week is eligible for 32 hours of personal leave (32/40* 40)*

Personal leave must be taken by the end of the fiscal year in which they are received, or they will be lost.

The following conditions apply to IHLS personal leave policy:

- To take personal leave, an employee must notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
- Although personal leave may be scheduled for use the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling is dependent upon the advance approval of the supervisor. Consideration will be given to whether the hours can be covered by other staff members.
- Personal leave will not be paid out upon termination.
- Personal leave will not be considered as time worked for the purpose of overtime calculations.
- Hours per week are based on the employee's offer letter or employee change form.