

# HOURLY EMPLOYEES

## PERSONAL LEAVE

Employees who have worked at least 520 regular hours in an hourly position are eligible to accrue personal leave.

Eligible employees accrue personal leave time at the rate of .019 hours for each regular hour worked (up to 40 hours per week), up to a maximum of 40 hours of personal leave.

Once the cap of 40 hours is reached, employees will cease accruing additional personal leave time. If the employees later use enough personal leave time to fall below the 40-hour cap, they will start accruing personal leave time again from that date forward until they reach the cap of 40 hours.

## SICK LEAVE

Hourly employees shall receive 1 hour for every 30 hours worked up to a maximum of 48 hours of sick leave in the Leave Benefit Year.

Employees may roll over up to 48 hours of unused sick leave from year to year.

## OTHER LEAVE BENEFITS

Injury Leave  
Jury Duty and Witness Appearance Leave  
Emergency Leave  
Voting Time  
Military Leave  
Bereavement Leave  
Domestic Violence Leave

## HOLIDAYS

Employees in hourly positions are eligible to receive four hours of paid holiday time for any designated holiday that falls during a biweekly pay period in which the employee worked or received paid leave for 24 or more hours.

If two holidays fall within the same biweekly pay period in which the employee worked or received paid leave for 24 or more hours, the employee is eligible to receive eight hours of paid holiday time.

Eligible hourly employees will be paid for the holidays and will not be able to bank them.

## Designated Holidays

- New Year's Day
- Martin Luther King Day\*\*
- President's Day\*\*
- Memorial Day
- Juneteenth\*\*
- Independence Day
- Labor Day
- Veterans' Day\*\*
- Thanksgiving Day
- Day after Thanksgiving\*\*
- Christmas Day

\*\*The Library remains open on these holidays. Eligible hourly employees who work on these holidays will be paid regular time for the hours worked plus an additional four hours of holiday pay.

## OTHER BENEFITS

### Award-Winning Wellness Program

- Well Days Incentive Program
- Group and On-Demand Exercise Classes
- On-site Workout Facilities and Bicycle Storage
- Lactation Support and Maternity Care
- Recreation Facility Passes
- Wellness Coaching
- Annual Health Fair
- Health and Risk Assessment
- Flu Shots
- Financial Wellbeing Program
- Behavioral Health Resources
- Tobacco Cessation Programs
- Mindfulness Resources
- Parenting Support
- Weight Management Program

### Special Offers from Elevations Credit Union

### Employee Assistance Program—MINES & Associates

- Legal Services
- Financial Services
- Referral Services
- Counseling Services



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