



# STAFF BENEFITS POLICY

## I. INSURANCE

**Health Insurance:** The Library provides health insurance for full-time employees as scheduled by the policy carrier. See the Library Director for details concerning the type of policy presently being carried and how to continue coverage due to termination or reduction of work hours. An employee that resigns and elects coverage under state regulations may be assessed an administrative fee.

**Life Insurance:** Full-time employees are eligible for life insurance to begin as scheduled by the policy carrier. Life insurance ceases immediately upon termination of employment. The premium is paid by the Library.

## II. RETIREMENT

Staff members who are scheduled to work 1000 or more hours per year begin contributing to the Illinois Municipal Retirement Fund (IMRF) with the first pay period. Benefits are paid per the IMRF policy. The premiums are paid both by the Library Board and the covered employee per the IMRF policy. A letter of resignation must be received to initiate the IMRF pension.

## III. PAID TIME OFF

The Library grants four categories of Paid Time Off as delineated below. All requests to use leave should be submitted through the Library's payroll system with no less than seven days of notice when possible.

### A. Sick Leave

Full-time employees accrue one day of sick leave for each calendar month they are employed, credited at the beginning of each month of service. Unused sick leave may accumulate up to 36 days. Sick leave in excess of 36 days may be accrued solely for the purpose of additional unpaid sick leave credit for the Illinois Municipal Retirement Fund. Benefits will be in accordance with the IMRF policies and procedures.

Part-time employees are not eligible for sick leave compensation.

### B. Personal Leave

Full-time employees may take four (4) personal days per calendar year. New employees, after six (6) months employment, and before January 1, may take one day. There will be no accumulation of personal days.

Regular part-time employees (who work a minimum of 20 hours average per week, excluding

Saturday and Sunday) will receive paid personal leave each year calculated on the basis of two-fifths of the average weekly hours scheduled in increments of his/her regular shift hours. New part-time employees after 6 months of employment and before January 1<sup>st</sup> will receive paid personal leave calculated on the basis of one-fifth of their average weekly hours.

### C. Vacations

Effective July 1, 2002, a paid vacation is earned by all full-time employees and part-time employees that work a minimum of 20 hours per week. Vacations should be scheduled so as not to interfere with the operation of the Library. The Board President should be notified when the Library Director takes vacation time.

The number of vacation days given are scheduled by job classification.

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|------|--|---|
| I.   | Library Director                       | 4 weeks (20 working days)                     |
| II.  | Department Head or Full-Time Librarian | 2 weeks (10 working days)                     |
|      |  | 3 weeks (15 working days)<br>after five years |
| III. | Other Full-Time Employees              | 1 week (5 working days)                       |
|      |  | 2 weeks (10 working days)<br>after 2 years    |
|      |  | 3 weeks (15 working days)<br>after 7 years    |
| IV.  | Regular Part-Time Employees            | 1 week (average weekly                        |

(work minimum of 20 hours/week)

hours worked previous year)

2 weeks (average weekly hours worked previous year) after 2 years

3 weeks (average weekly hours worked previous year) after 7 years

When a regular part-time employee (who works a minimum of 20 hours average per week) takes a vacation day, he/she will be paid for the equivalent number of hours that he/she normally would be scheduled to work on the requested vacation day provided he/she has accrued sufficient hours.

During the first year of employment, Class I & II employees (as referred to in section C above) hired prior to July 1st may take one week of vacation, after completing six months of employment. Employees hired after July 1st may take one week following six months of employment and a second week after their anniversary date and before the end of the calendar year. The following calendar year they will be on the normal vacation schedule. Part-time employees and other full-time employees may take one week's vacation after six months of employment if hired prior to July 1st. If hired after July 1st, vacation entitlement begins January 1st of the next year. The vacation hours of regular part-time employees' (who works a minimum of 20 hours/week) will be based on the average weekly hours worked.

Part-time employees who become full-time employees will be given 50% credit for their Palos Heights Public Library work experience toward the accruing of vacation time.

#### D. Other Paid Time Off

In compliance with the Paid Leave for All Workers Act (820 ILCS 192), any employee who is not otherwise granted paid time off in an amount equivalent to one hour of paid time for every forty hours worked will be granted that amount on a quarterly basis in the form of general Paid Time Off. This PTO will be front loaded on the first day of each quarter throughout the year calculated as one hour of PTO for every forty hours expected to be worked during that quarter. This PTO will accrue up to a maximum of forty hours throughout the fiscal year but be lost if unused after one year. Any unused time is forfeited upon termination of employment.

Adopted: 9/28/2017

Revised: 1/18/2024