

**CLEVELAND PUBLIC LIBRARY**

**Special Board Meeting**

August 9, 2018

**RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL**

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, The Cleveland Public Library acknowledges that there are certain instances where allowing an employee to receive paid vacation in his or her first six (6) months of employment is appropriate and in the Library's best interests; and

WHEREAS, The Library Administration recommends that Section 371 of the Human Resources Manual be revised to allow the Director to authorize paid vacation during an employee's first six months of employment by updating the Vacation Time General Policy to provide as follows:

**COMPENSATION PRACTICES – 300  
VACATION TIME – 370**

**GENERAL POLICY – 371**

Vacation time for full-time employees (and for part-time regular employees on a pro-rated basis) accumulates from the first day of employment. No vacation may be taken during the first six months of employment **unless authorized by the Executive Director of the Library.**

371.1 **With the exception of vacation time authorized by the Executive Director of the Library,** vacation time may not be taken until it is earned. Vacations may be taken at any time during the year with the approval of the department or agency head. In the scheduling of vacations, the requirements of the Library shall take precedence over the personal wishes of the employee.

### **EXHIBIT 3**

371.2 Effective January 1, 1976, up to 150% of the annual accumulation of vacation time may be carried forward from one year to the next. Any time in excess will be lost.

371.3 In extraordinary circumstances, employees may request that excess vacation time be carried forward, and if the department or agency head concurs, the Executive Director of the Library may grant the request. Likewise, upon petition of a department or agency head and with the approval of the Executive Director of the Library, excess vacation time may be carried forward as the needs of the Library require.

Now therefore be it,

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revision to the Human Resources Manual to update the Vacation Time General Policy, Section 371, as set forth above in this Resolution, to become effective July 1, 2018.