

## **Librarian Time Off Policies**

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*Administered by Libraries Human Resources*

*Endorsed by Bloomington Library Faculty Council: October 5, 2016*

The policies below reflect a shared understanding between librarians and the administration of the IU Libraries in support of our shared professional goals as well as the need to foster work-life balance. In that spirit, the BLFC endorses this compilation of policies and practices as an informational resource for librarians.

### **Vacation Days**

Librarians are entitled to 22 days of vacation per fiscal year, all of which are credited on the first day of the fiscal year (July 1).

- For new librarians who do not start on July 1, the number of vacation days for the year are prorated based on their start date.
- With the exception of emergencies, librarians should communicate their intention to take vacation time to their supervisor at least one week in advance.
- Librarians must report vacation days in full-day increments.
- Librarians must report vacation days taken each month to Libraries Human Resources, copying their supervisor on the communication.
- A maximum of 22 unused vacation days may be carried over from the previous fiscal year. Any unused vacation days beyond those 22 will be lost.

Upon separation, librarians will only be compensated for up to 22 unused vacation days in the form of vacation days taken after their last physical day of work. Librarians should arrange to take any vacation days in excess of 22 days in the months preceding their last physical day of work. Librarians may not take any vacation days at least one day prior to their last physical day of work.

### **Bonus Days**

Librarians may use up to four bonus days per fiscal year, all of which are credited on the first day of the fiscal year (July 1).

- With the exception of emergencies, librarians should communicate their intention to use bonus days to their supervisor at least one week in advance.
- Librarians must report bonus days in full-day increments.
- Librarians must report bonus days taken each month to Libraries Human Resources, copying their supervisor on the communication.
- Bonus days may not be carried over into the next fiscal year.
- Upon termination, librarians will not be compensated for unused bonus days.

### **Holidays**

Librarians are compensated for nine university holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Campus Holiday [may be taken on or after March 1, and must be used by the last day of February the following year]
- Memorial Day

- Juneteenth
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Day
- Use of holidays will be recorded at the unit level and not reported to Libraries Human Resources.
- Holidays may not be carried over into the next fiscal year, with the exception of Campus Holiday.

### **Jury Duty and Subpoenaed Witnesses**

See *Other Leaves and Absences for Academic Appointees ACA-49*

### **Sick Days / Leave**

#### **1) Less than three weeks**

- a) As soon as practicable, librarians should notify their supervisor of absences related to illness.
- b) Librarians must report sick days taken each month to Libraries Human Resources, copying their supervisor on the communication.
- c) Librarians must report sick days in full-day increments.
- d) Some sick days may qualify for protection under the Family and Medical Leave Act (FMLA). Librarians should contact Libraries Human Resources to determine if their time off qualifies.

#### **2) Three or more weeks**

Note that holidays that occur during the following paid leaves are null and void.

##### **a) Personal Sick Leave**

See *Other Leaves and absences for Academic Appointees ACA-49, Sick Leave* for additional information.

- i) Librarians absent three or more consecutive weeks due to personal illness will be placed on full-pay medical leave. The leave will begin the first day the librarian missed work and will cover up to six weeks.
- ii) If librarians need to be out beyond six weeks, they may qualify for up to an additional nine weeks at half-pay.
  - (1) Librarians may use their accumulated vacation time to supplement their pay during a half-pay leave. It is the only time librarians are allowed to take vacation days in less than full-day increments.

##### **b) Pregnancy and Childbearing Leaves**

See *Other Leaves and Absences for Academic Appointees ACA-49, Pregnancy and Childbearing Leaves*

##### **c) Paid Family Leave**

See *Paid Family Leave for Academic Appointees ACA-50*

### **Funeral/Bereavement**

Librarians will be granted up to three working days with pay for the death of the following relatives.

- Spouse, domestic partner, child, grandchild
- Parent, sibling, grandparent, or in-law relative, step relatives, and domestic partner relatives of the same degree
- Other relative of whom the employee is the sole survivor

The librarians' supervisor may grant additional time off beyond the three days in the form of vacation days or bonus days. If the librarian does not have sufficient vacation and/or bonus days available, s/he may request time off without pay.

**Resources**

- Other Leaves and Absences for Academic Appointees ACA-49:  
<http://policies.iu.edu/policies/categories/academic-faculty-students/vacations-leaves-separations-academic-appointees/Other-leaves-absences.shtml>
- Paid Family Leave for Academic Appointees ACA-50:  
<http://policies.iu.edu/policies/categories/academic-faculty-students/vacations-leaves-separations-academic-appointees/FMLA-academic-appointees.shtml>