

DIVERNON TOWNSHIP LIBRARY

PERSONAL TIME POLICY

Personal Days

Requirement	Personal Days
After one (1) year and up to five (5) years completed employment:	5
After five (5) years and up to ten (10) years completed employment:	7
After ten (10) years and up to fifteen (15) years completed employment:	10
After fifteen (15) years and up to twenty (20) years completed employment:	13
After twenty (20) years and up to twenty-five (25) years completed employment:	15
After twenty-five (25) years completed employment:	20

- These days are personal days and can be used at the discretion of the employee.
- These days cannot be carried over. If not used by the end of the current calendar year, compensation for unused days will be made within (1) one month of the following calendar year.
- Employees cannot work and get paid on a day claimed as a personal day.
- Personal Days shall be paid as 6-hour days and paid at the employee's hourly rate.

Paid Holidays

The Library Director will be granted up to eight (8) paid holidays per year which include:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Election Day (Presidential Only)
- Thanksgiving Day
- Christmas Day

The Assistant Librarian will be paid for these holidays only if regularly scheduled to work on that day (i.e. normally scheduled to work on Thursday – paid for Thanksgiving Day).

Unpaid Holidays

The Divernon Township Library will also be closed for the following unpaid holidays:

- Martin Luther King Jr. Day
- Presidents' Day
- Columbus Day
- Veterans' Day
- Christmas Eve
- New Year's Eve