1. **Policy**
	1. The Library Director shall accrue paid vacation time at a rate of 0.04 hours per hour worked, beginning from date-of-hire. No more than 32 hours of vacation may be carried over from the previous calendar year. The Director must arrange for coverage from other staff and may only take vacation time when there is coverage for the Director’s duties and responsibilities. The President of the Board must be informed in advance of intent to use earned vacation time.
	2. No other employees, including Seasonal and Part-time employees, are entitled to earn any vacation.