

#### 4. Vacation Leave

- a. Vacation leave is earned at a rate of 11.67 hours per month for full-time employees (currently 20 days per year). After 10 years of service, one day per year of additional vacation will be accrued to a maximum of 25 days. Part-time employees who work at least 17.5 hours in a typical week are granted paid vacation time on a pro-rated basis.
- b. No more than the equivalent of one year's accruals may be accumulated except by permission of the Director.
- c. No vacation time may be taken during the first six months of employment. Vacation time is earned during this time, but it may not be taken unless approved in writing by the supervisor.
- d. Vacation leave may not be taken in advance, but only as earned and accumulated.
- e. Vacation leave may not be taken in blocks of less than 4 ½ hour.
- f. Requests for vacation leave shall be processed as follows:
  - (i) Vacation leave requests should be sent to the Director as soon as it is feasible in order to establish a long range vacation schedule for the year. Anticipated extended vacation leave should be noted at this time. Written approval is returned to the employee.
  - (ii) Other vacation leave requests or changes may be submitted for approval during the year, ~~two weeks in advance, if possible~~ **at least twenty-four hours in advance, whenever possible.**
  - (iii) All vacation leave requests must have approval of the immediate supervisor before submission to the Director.

#### 5. Sick Leave

- a. When employees are unable to work because of individual or family illness, the employee or designee should notify MVLS by calling ~~the Service Center at the beginning of the scheduled work time~~ **or electronically.**
- b. Full-time employees accrue sick leave at a rate of 7.58 hours per month (currently 13 days per year). Part-time employees who work at least 17.5 hours in a typical week are granted sick leave on a pro-rated basis.
- c. Sick leave may be used for illness, disability, or medical appointments for the employee or for family members under the employee's care. Sick leave which is unused but earned may be accumulated up to a total of 185 days.
- d. Questions on the amount of sick leave accrued should be addressed to the Administrative Assistant. Up to 185 days of accrued unused sick leave may be applied as service credit upon retirement, in accordance with the

provisions of Section 41 subdivision j of the Retirement and Social Security Law.

- e. Sick leave may be used for lateness due to inclement weather in lieu of personal leave.
- f. Unused sick leave is cancelled upon resignation or termination of services, except in the case of retirement.
- g. A doctor's certificate, stating that the employee is able to return to work, may be required before an employee returns from an extended sick leave period. The statement must indicate when the employee will be able to return; what restrictions, if any, there are on the employee's work schedule or activities; and how long such restrictions are expected to endure.
- h. A sick employee may use leave with pay according to the following order of priorities: unused sick leave, and the staff member's choice between unused vacation or personal leave. Following the exhaustion of all sick, personal and vacation leave allowances, an employee may be eligible for up to 6 months of extended leave at partial pay. The decision whether to petition the Board for such extended leave is in the sole discretion of the Director; the Director may include the length of the employee's service among the factors considered in determining whether or not to submit the petition.
- i. A sick employee may also request donation of leave time through the MVLS Voluntary Leave Donation Program (Appendix A).

## **6. Personal Leave**

- a. Personal leave is allowed for the transaction of personal business that must be attended to during the normal working day. The minimum block of time to be allocated to Personal Leave is ½ hour.
- b. Paid Personal Leave is granted on the basis of 35 hours per year for full-time employees. Part-time employees who work at least 17.5 hours in a typical week are granted paid personal leave on a pro-rated basis. Unused accumulations of personal leave shall be added to **the employee's choice of vacation leave** or sick leave accumulations on January 1 of each year.
- c. Personal leave requests must be submitted for approval to the immediate supervisor at least twenty-four hours in advance, whenever possible.
- d. A request for personal leave shall be submitted electronically to the Director or supervisor.