

Vacation Request

Requests for vacation will be granted at the discretion of the Library Director. Staff members must bear in mind the operating the library requires an adequate number of staff at any given time. In order to provide the public with good library service, knowledgeable employees must be available whenever the library is open. This must be kept in mind when scheduling vacations and this can mean that a request for vacation will be denied if it would cause insufficient staffing of the library.

Staff members should request vacation time as far in advance as possible. Staff must be courteous to each other and rotate requests for time off for days contiguous (next to) with major holidays. Upon meeting that requirement, vacation time will be granted on a "first come, first served" basis. Our staff is small and having even one person out makes scheduling very difficult.

The procedure for requesting vacation time will be as follows:
Staff members will make the request in writing and verbally to the Director. All requests should be submitted on the "Request for Vacation and Other Absences" form. When the Director approves the vacation request, it will appear in the vacation requests binder. In this way, all staff members will be aware of when vacation time might reasonably be requested.