

FACULTY NON-WORK DAYS –LIBRARIAN - OVERVIEW

- Librarians are granted a minimum of 28 days (23 per 39 weeks + 5 for summer term) at the beginning of the academic year in August. These 28 days converted to hours equates to 210.

Librarians are granted faculty non-work day hours, a minimum of 210.00 hours (28 days) up to a maximum of 232.50 hours (31 days) (as outlined in Section I) minus the total Faculty Non-Work Day Hours designated on the academic calendar, when the college is closed.

The remaining hours will be reflected in your Faculty Non-Work Day Bank accrual and Balances at the end of August for the new Academic Year.

- Librarians can take available faculty non-work day leave from your faculty non-work day hours with approval of your immediate supervisor. All faculty non-work day leave shall be requested in advance via email.
- Librarians may carry forward up to 37.5 hours (5 days) unused non-work days each academic year up to a maximum of 337.50 hours (45 days). Once carried forward, accumulated non-work hours (days) may only be taken with the approval of the immediate supervisor, via email.