

Vacation Policy

Approved by Bloomington Library Faculty Council: January 21, 1999

Revised by BLFC: July 3, 2000

This policy is a codification of existing practice and does not indicate a new practice or policy.

Librarians are entitled to 22 working days of vacation per fiscal year, all of which are credited as of the first day of the fiscal year. A maximum of 22 unused vacation days may be carried over from the previous fiscal year. Any unused vacation days beyond those 22 will be lost. Librarians should report vacation days taken to the Libraries Human Resources Office. Upon termination, librarians will be compensated for any unused vacation, up to 22 days.

For more information about vacation policy, see “Vacation Policy for Twelve-Month Academic Staff” (Academic Handbook).

Library faculty members also receive four bonus days* and nine University holidays (New Year’s Day, Martin Luther King Jr. Day, Campus Holiday [may be taken on or after March 1], Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day). Use of bonus days and holidays should be recorded at the unit level and not reported to Libraries Human Resources as vacation. Bonus days and holidays may not be carried over into the next fiscal year.

*The only written background to the granting of bonus days to librarians is in a memo from former Dean Carl Jackson, dated April 22, 1974:

“Non-faculty will be entitled to the traditional four bonus days so long as these are granted by the University. Library faculty will also have benefit of these bonus days, but additionally will be eligible for any extended bonus leave system which the library administration may develop in the future.”