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**TO:** Plymouth District Library Board      **DATE:** 02/04/2026  
**RE:** Employee Handbook Update      **FROM:** Melanie Bell,  
Assistant Director

The purpose of this memo is to request a formal correction to the Employee Handbook regarding the payout of accumulated vacation time upon separation from the Library.

During the comprehensive handbook revisions approved by the Board in November 2025, a specific clause regarding the rate of pay for excess vacation accumulation was inadvertently omitted. While the current language correctly addresses the *cap* on accruals, it fails to define the *payout structure* for time held above the annual allocation.

To ensure the handbook aligns with long-standing Library policy and fiscal planning, we need to reinstate the missing provision.

The Employee Handbook currently states: "Employees may accumulate up to 1.5 times their annual vacation allocation. Employees will automatically stop accruing vacation time once the cumulative vacation time reaches this limit."

The proposed correction should state: "Employees may accumulate up to 1.5 times their annual vacation allocation. Employees will automatically stop accruing vacation time once the cumulative vacation time reaches this limit. **Vacation time in excess of the annual allocation will be paid at one-half (1/2) of the employee's regular rate of pay upon separation from the Library.**"

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE CHANGES TO THE PDL EMPLOYEE HANDBOOK AS PRESENTED.