

Employee Leave Policy
Delaware Township Library

Delaware Township Library (DTL) Qualified/Designated employees shall be given ten personal days to be known as Personal Time Off (PTO) each year to be used in lieu of leave formerly known as sick and personal leave.

Qualified/Designated employees shall be allowed to carry over 5 days (40 hours) of leave each year up to a maximum of 30 days of leave or 240 hours. Any leave accrued after this amount shall be considered lost and will not be valid for use as personal time off (PTO).

After 5 years as an employee of the DTL, the qualified/designated employee shall have one day of PTO added for a maximum of 11 days of PTO. The carry over hours will remain the same. After 9 years as a qualified/designated employee of the DTL, they shall have one more day added for a maximum of 12 days of PTO. The carry over hours will remain the same. After 13 years as a qualified/designated employee of the DTL they shall have one more day added for a total of 13 days of PTO. The carry over hours will remain the same. After 17 years as a qualified/designated employee of the DTL they shall have one more day added for a total of 14 days of PTO. The carry over hours will remain the same. After 21 years of employee of the DTL, the qualified/designated employee shall have one day of PTO added for a maximum of 15 days of PTO. The carry over hours will remain the same. This will be considered the maximum amount of PTO leave for any employee after 21 years of service.