

BAY COUNTY LIBRARY SYSTEM

Part-Time Employees: No Pay Days Policy

This Policy is intended to act as a guide for how much time Part Time Employees (excluding pages) can request to be off from work in a calendar year with no pay. The Request For Time Off With No Pay form must be filled out and approved in advance. The Bay County Library System recognizes that the need will arise for a part time employee to be off from work. This is why we are taking the steps to allow part time employees to take time off from work as follows:

New Hire < 1 year of Service: – 20 hours of time off per year.

All Other > 1 year of Service: – 80 hours of time off per year.