

**Marion Public Library
Supplemental Personnel Policies
Supplementing SECTION 2, Part 2.5 of the City of Marion's Personnel Policy**

Vacation Requests

The scheduler will distribute the annual vacation calendar two times each year; this is a chance for full-time and permanent part-time staff to ask for any time off they know they will need in the coming year.

Other requests for time off will be considered throughout the year with the following conditions.

- Requests must be made before the schedule is distributed for the time period when the time off is requested.
- Permission for time off is not guaranteed. Employees should not make travel arrangements or travel-related financial commitments until approval for time off is obtained.
- Emergency requests will be considered; talk with your immediate supervisor or with the scheduler.

Adopted 04/09/12
Revised 03/10/2014