

HOURLY EMPLOYEES

Personal Leave

Hourly employees who work at least 520 regular hours become eligible to accrue personal time at a rate of 0.019 hours per hour worked, up to 40 hours. Accrual stops when the 40-hour cap is reached and resumes if the balance drops below 40 hours.

Sick Leave

Hourly employees receive 1 hours of sick time for every 30 hours worked with a maximum allowance of 48 hours of sick time in the Leave Benefit Year. Hourly employees can roll over up to 48 hour of unused sick time year to year.

Other Leave Benefits

- Injury and Emergency Leave
- Jury Duty and Witness Appearance Leave
- Caregiver Leave
- Voting Time
- Military Leave
- Bereavement Leave
- Domestic Violence Leave
- Employer-Paid Colorado FMLI

Holidays

Employees in hourly positions are eligible to receive four hours of paid holiday time for any designated holiday that falls during a biweekly pay period in which the employee worked or received paid leave for 20 or more hours. If two holidays fall within the same biweekly pay period in which the employee worked or received paid leave for 20 or more hours, the employee is eligible to receive eight hours of paid holiday time. Eligible hourly employees will be paid for the holidays and will not be able to bank them.

Wellness Benefits

- Annual Health Fair
- Bicycle Storage
- Caregiving Support
- Discounted Access to Recreation Facilities
- Employee Assistance Program
- Group Exercise Classes
- Mini Incentives & Online Wellness Programs
- Onsite Flu Shots
- Access to City Onsite Exercise Rooms
- Personal Enrichment Classes
- Special Offers from Elevations Credit Union
- Weight Management Programs

Designated Holidays

- New Year's Day
- Martin Luther King Jr. Day *
- President's Day *
- Memorial Day
- Juneteenth *
- Independence Day
- Labor Day
- Veteran's Day *
- Thanksgiving Day
- Day after Thanksgiving *
- Christmas Day

** The library remains open on these holidays. Eligible hourly employees who work on these holidays will be paid regular time for the hours worked plus an additional four hours of holiday pay.*