

**Petoskey District Library: Full-time Benefits Summary**  
**June 2026**

**Library Closures - Paid Holidays**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

**Vacation:** Full-time Library employees will earn the following yearly vacation allotment, dependent on the number of years of service:

- Hire Date: 80 hours (prorated first year)
- 2 years = 96 hours
- 5 years = 120 hours
- 10 years = 160 hours

**Personal Leave:** 80 hours per year credited on December 1 of each year. First year is a prorated amount. Any unused time on November 30, up to 56 hours, is paid out at 100%.

**Funeral Leave:** Five days for immediate family members

**Other Benefits**

- a. The Library Board of Trustees provides insurance for health, dental, & vision for full-time employees and their families. The library works with the City of Petoskey in providing benefits.
- b. Full-time employees participate in the MERS defined contribution program through the city.
- c. Full-time employees shall have access to short-term disability coverage, which pays at 66.67% of regular pay.
- d. Deferred compensation option is available for all employees.
- e. All employees are eligible for a longevity bonus at three years, five years, and then every five years thereafter.