

LEAVE POLICIES

10.4 Leave of Absence Without Pay

A leave of absence is any authorized absence without pay for non-medical reasons. All employees are eligible for such leaves of up to 30 days, which must be approved at least one month in advance by the Director. Any leave longer than 30 days will be dealt with on a case by case basis.

An approved leave of more than 30 calendar days will require the employee, effective the first day of the first complete month of such leave, to assume payment of employer-paid benefit premiums for the remainder of the leave period.

Accrued holiday and vacation time must be used prior to the effective date of a leave of absence.

10.5 Medical Leave of Absence (Paid & Unpaid)

An employee with a physical impairment (including pregnancy and medical conditions that arise due to pregnancy) may request an unpaid medical leave of absence of not more than six months. An additional six months may be granted at the discretion of the Library. Except in an emergency, the employee shall apply for said leave at least one month in advance. Employees must use all accumulated time (sick, personal, vacation) before using unpaid leave. All leaves (including sick time, personal, vacation) run concurrently. However, employees are permitted to reserve 24 hours of sick time for use after their return from a medical leave of absence.

During the first six months of an employee's medical leave of absence, the employee must pay his or her share of the health care premium, and the Library will pay the remainder. If an employee is on a medical leave of absence in excess of six months, the employee will be solely responsible for their premiums.

With the application of such leave, the employee will submit medical verification of her/his condition and the anticipated duration of the disability. The Library reserves the right to require additional doctor's opinions by doctors of the Library's choice and at the Library's expense. An employee returning from an approved medical leave of absence must submit a satisfactory physician's statement prior to returning to work.

At the discretion of the Director, medical leaves of absence may be available for employees who wish to care for an ill spouse or parent.

10.6 Child Care Leave

- A leave of absence without pay for up to six months may be granted for a regular employee who wishes to remain off the job for childcare purposes. Such a leave requires the approval of the Director. The terms and conditions of this leave will follow those of Section 10.4, Leave of Absence Without Pay, as described above.

10.7 Military Leave

- All military leave will be granted in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) and any applicable state laws and regulations. In the event an employee is called to active or reserve duty, s/he must notify the supervisor as soon as possible so that the appropriate arrangements can be made.

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