

PERSONAL LEAVE OF ABSENCE

The Library recognizes that personal circumstances may arise which necessitate the employee to focus his/her attention outside of the workplace for short periods of time. Hence, the Library shall make available to employees a personal leave of absence policy to assist employees in addressing such issues as they arise. Employees may request leave so that they may address issues including, but not limited to, continuing education, temporary relocation, or family emergency.

Personal leaves of absence may be granted to Library employees on a case-by-case basis. In requesting personal leave of absence, the employee must state in writing to the Library Director the reason for leave and its expected duration. Requests for personal leaves of absence must be made at least forty-five (45) days in advance of the first day of leave.

Length of Personal Leave of Absence

Full time employees may request personal leave for a period of up to twenty-six (26) weeks. Upon completion of the initial twenty-six (26) week leave period, the full-time employee may request one immediate extension of up to twenty-six (26) weeks. The initial leave period and the extension, if granted, shall be considered one leave period.

Personal leaves of absence for full-time employees lasting up to twelve (12) weeks may be approved by the Library Director. Personal leaves of absence for full-time employees expected to exceed twelve (12) weeks must be approved by the Library Board of Trustees.

Part-time employees may request personal leave for a period up to twenty-six (26) weeks only.

Personal leaves of absence for part-time employees lasting up to twenty-six (26) weeks may be approved by the Library Director.

Employees may only be granted personal leave of absence once during a 'rolling' sixty (60) month period, measured backward from the date an employee last used personal leave of absence.

Personal Leave of Absence Unpaid

Personal leaves of absence shall be unpaid, however employees must use accrued time vacation and/or personal time.

Employee Benefits While on Personal Leave of Absence

Employees shall accumulate seniority, sick, vacation, and personal time while on leave when receiving pay for accrued time. Time on leave for which the employee receives no pay from the Library shall not accumulate time.

PERSONAL LEAVE OF ABSENCE (continued)

On a case-by-case basis, the Library may allow the employee, for a period not to exceed twelve (12) weeks, to maintain health insurance coverage at the same level and under the same conditions that would have been provided had the employee not taken leave. The employee will be responsible for his/her share of health insurance premiums during leave this twelve week period if granted. The employee shall be responsible for the entire health insurance premium for any leave time which exceeds the twelve week period, if granted. The Library reserves the right to require employees to repay the employer's share of health insurance premiums if the employee does not return to work from leave.

Returning from Personal Leave of Absence

The Library shall make a reasonable attempt to place the returning employee to the same position as when the employee went on leave or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment

Employees should also review the Library's Family and Medical Leave Act policy when considering a leave of absence.

Latest Revision: June 26, 2006
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