

Leave of Absences

It is the policy of the Library to permit employees to be absent from work on an authorized basis defined below:

1. A short-term leave of absence is defined as an absence lasting two pay periods or less
2. When an employee wishes to take an extended leave, she/he/they is permitted to take only a combined six weeks of paid and unpaid leave during any one leave period.
3. In order to be eligible for subsequent periods of unpaid leave during a calendar year, the employee must have worked at least one-half of one's regularly scheduled hours (including paid time off and sick leave) in the 12 months immediately preceding the employee's second/additional unpaid leave request. This Section will not apply to intermittent unpaid leave requests of up to two workdays in duration. Those requests must be made with advance written notice to the Director, who will, in one's sole, non-reviewable discretion, approve or deny the request as soon as is practicable.
4. The request must be submitted in writing to the Executive Director or the Board of Trustees (if the request is from the Assistant Director or Director) for one's approval, in one's sole, non-reviewable discretion, at least 30 calendar days in advance of the date on which the leave is proposed to commence (waived for leaves covered by law). In the event of multiple personal leave requests within a one-month time period, priority will be given to employees based on Library-wide seniority. The 30 calendar day timeframes may be waived at the discretion of the Director.
5. An employee must also provide the Executive Director or the Board of Trustees (if the request is from the Assistant Director or Director) with at least 30 calendar days prior written notice for a request to extend a leave (waived for leaves covered by law). The Executive Director or the Board of Trustees (if the request is from the Assistant Director or Director) or one's designee will make a determination on the leave extension request, including the duration of any approved leave extension(s), which will be subject to approval by the Board of Trustees at the Library's next regularly scheduled Board meeting, absent extenuating circumstances. The 30 calendar day timeframes may be waived at the discretion of the Director.
6. Employees who are on a unpaid leave of absence may not perform work for any other employer during that leave.

7. Employees must notify their immediate Supervisor upon receiving a jury summons or subpoena. Employees who are participating in jury duty or testifying as a subpoenaed witness in a judicial proceeding will receive up to 10 workdays off with full pay. Thereafter, employees may use accrued and unused PTO to continue to be paid in full for a leave pursuant to this section. Employees will be required to reimburse the Library for any payment(s) issued by the court to the employee for jury services, provided that the employee receives payment from the Library for all or a portion of the day.
8. Employees will be granted a paid leave of up to five workdays in the event of a death in the immediate family (wife, husband, registered domestic partner, mother, father, parents-in-law, children, step-children, foster children, grandchildren, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law, grandparent, aunt, uncle, niece, or nephew), or any relative living in the employee's home, or miscarriage by the employee or his/her spouse/registered domestic partner. These days need not be successive, but must be taken within 30 calendar days of the first leave day. There is no limit to the number of bereavement leaves an employee may take in a year. The Library, in its sole, non-reviewable discretion, may grant bereavement leave in the event of the death of other members of the family, close friends or coworkers.
9. If an employee fails to return to work at the conclusion of an approved leave of absence, or approved extension of the leave, the employee will be considered to have abandoned one's position and to have voluntarily terminated one's employment.
10. Employees returning from a short-term absence must report to their supervisor, and when appropriate, certify that they are fit to return to work. The supervisor should make a record of the employee's dates of absence and date of return to work and then forward a copy to the Director.
11. If the absence is due to illness or injury of the employee or a family member, written certification from the healthcare provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days. (It also may be required for certain shorter absences.) Employees are prohibited from falsifying the reason for an absence. Employees who violate this policy will be subject to disciplinary action, up to and including termination, and compensation for the absence will be stopped immediately.
12. Compensation during authorized absences will not be granted, in advance, before days of paid absence have been accrued.

13. An employee's request for an unpaid leave of absence of up to one year for personal reasons will be considered. The request must be submitted in writing to the Executive Director or the Board of Trustees (if the request is from the Assistant Director or Director) or the Board of Trustees (if the request is from the Assistant Director or Director) for one's approval, in one's, sole, non-reviewable discretion, at least 30 calendar days in advance of the date on which the leave is proposed to commence. In the event of multiple personal leave requests within a one-month time period, priority will be given to employees based on Library-wide seniority. The 30 calendar day timeframes may be waived at the discretion of the Director.
14. An employee must also provide the Executive Director or the Board of Trustees (if the request is from the Assistant Director or Director) or the Board of Trustees (if the request is from the Assistant Director or Director) with at least 30 calendar days prior written notice for a request to extend a leave. The Executive Director or the Board of Trustees (if the request is from the Assistant Director or Director) or designee will make a determination on the leave extension request, including the duration of any approved leave extension(s), which will be subject to approval by the Board of Trustees at the Library's next regularly scheduled Board meeting, absent extenuating circumstances. The 30 calendar day timeframes may be waived at the discretion of the Director.
15. Employees who are on a personal leave of absence may not perform work for any other employer during that leave.
16. If an employee fails to return to work at the conclusion of an approved leave of absence, or approved extension of the leave, the employee will be considered to have abandoned one's position and to have voluntarily terminated one's employment.
17. Seniority will continue to accrue while an employee is on the payroll during a leave of absence.
18. Once the employee begins taking unpaid leave, one's seniority accruals will cease, with the exception of intermittent unpaid days off of no more than four consecutive workdays.

FMLA (FAMILY MEDICAL LEAVE ACT) AND PFL (PAID FAMILY LEAVE)

Please note that FMLA (Family Medical Leave Act) and PFL (Paid Family Leave) leave is available to eligible employees in accordance with federal and/or state law. Please see adopted Paid Family Leave and FMLA leave policies for more information. Employees who are on a designated FMLA or PFL leave may not work for any other employer during that leave.

Adopted by the Board of Trustees: January 1997
Amended March 2020

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