

BAY COUNTY LIBRARY SYSTEM

Time Off With No Pay Policy

All Employees (excluding pages) – Will use the Request For Time Off With No Pay form when requesting time off from work with no pay for any/all reasons.

Full Time Employees will use this form when they do not have any personal days/vacation days and/or sick days left to use. Part Time Employees will use this form when they are requesting time off of work for any/all reasons. This form is to be used for time off that is less than 30 consecutive days. (Refer to the Personal Leave Of Absence form when requesting more than 30 consecutive days off.)

Guidelines On How To Use The Request For Time Off With No Pay Form

- a. Calling In And Requesting A Day Off – The Employee will fill out this form on the next day immediately following the day they were off.
- b. Know In Advance For Personal Reasons – The Employee will fill out this form and have it approved before they are granted the time off. It is preferred that the employee give the employer enough lead time to make sure coverage is available.
- c. Know In Advance For Taking A Vacation – The Employee will fill out this form and have it approved before they are granted the time off. It is recommended that the employee have this form filled out and approved before booking and/or paying for accommodations. It is preferred that the employee give the employer enough lead time to make sure coverage is available.

How to record time-off on Time Sheet: All employees who requested time off with no pay will need to record their scheduled hours not worked on the time sheet for each day they were off. For example: if an employee is scheduled to work 4 hours and requests time off with no pay, they will record the 4 hours as (4 NP) NP = No Pay. This should match the hours that were requested on the Request For Time Off With No Pay form.

Note: Use one form per week (Monday – Saturday).