

LEAVES OF ABSENCE

Personal leaves of absence will be granted at the discretion of the employer. A request for personal leave of absence shall be in writing to the employee's immediate supervisor and Branch Librarian to determine approval and forwarded on to the Assistant Director for administrative approval. The request needs to be signed by the employee and shall state the reasons for the leave. Requests for personal leave should be filed at least thirty calendar days before such leave is desired, except in emergency situations. If personal leave is longer than thirty days, the individual will be required to pay his/her own health insurance payments for coverage to remain in effect. Other payroll deductions are also affected by leaves and must be resolved by the employee. (See Payroll Deductions) This policy applies to any full or part-time employee. This policy governs any "no pay" situation. Generally, for full-time employees, personal leaves will not be granted until vacation hours and personal hours have been exhausted, except in the case of sick leave. No sick time or vacation time accrue during a leave of absence. Personal leave time may also be used to cover time lost because of not being able to report to work because of weather conditions. (See appendix)