

Article 12

Leave of absence with Pay – Library Permanent Part-time Employees

(A permanent part-time employee is defined as an employee who works an average of 15 hours per week or more, as calculated on their anniversary date.)

B. Funeral

A permanent part-time employee is entitled to two (2) days paid funeral leave, for time-off during regularly scheduled work hours(equal to hours normally worked), for the death of a natural born, adopted or step-child, provided said employee is married to the parent of the stepchild or claiming marriage by common law, not just living together, parent, sibling, “steps” included, grandparent, grandchildren and/or step-grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law and/or daughter-in-law.

E. Sick Leave

A permanent part-time employee may use sick leave during a serious family illness or doctor’s appointment of the spouse, minor child or stepchild of the employee equal to their annual average weekly hours(calculated annually on anniversary date (i.e.- if you work 20 hours a week, you may use 20 hours annually)). Hospitalization is considered a serious family illness. Any other serious illness must be supported by a doctor’s slip indicating that the person suffering from the illness requires full-time care or observation.

J. Unscheduled closings

Employees scheduled to work on a day when the library has an unscheduled closure may use accrued vacation time to make up the hours missed or may request to be scheduled for other work hours during the same pay period. The decision to allow or deny the request for hours shall rest solely with the Library Director, or, in the Director’s absence, with the Library Board President.

Approved by Library Board May 13, 2014

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