

Leaves Policy

Sick Leave

Paid sick leave of ____ working days per year for all full-time employees is allowed with an accumulation of up to ____ days. One sick day per year may be used for personal business. Sick leave may also be used to care for a member of the immediate family up to five days, or for medical appointments which can only be scheduled during working hours.

Earned sick leave will be recorded on each employee's personnel record. All absences charged to sick leave will be reported directly to the Director. Use of sick leave will be recorded on personnel records by date along with reasons for the absence, and these records will be used as the basis for recommendations on leave privileges and promotions. Job attendance is very important in performance ratings. Absences beyond three (3) days may require a doctor's report.

In the event of separation, no compensation will be made for accrued sick leave.

Military Leave

Employees who are enlisted in the military service, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by federal law, Illinois law, and any applicable contract. The _____ Public Library at all times will comply with the laws applicable to those on Military Leave.

Funeral Leave

Annually, full-time employees may take up to three days leave with pay in the case of a death in the immediate family. Immediate family includes grandparents, parents, guardians, siblings, spouse, or child.

In the case of other family members (aunt, uncle, niece, nephew), one day of paid leave will be allowed to full-time employees. Other requests for funeral leave will be considered on an individual basis by the Director.

Jury Duty, Court Leave, Voting Privileges

Full-time employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay minus the amount received for that service. In accordance with the state law, an employee will be allowed enough time to vote if prior arrangements are made with the Director.