

PAID TIME OFF (PTO)

Director: 40 hours PTO.

Senior Clerk- 40 hours of PTO will be prorated for the first year of hire and then frontloaded on the 1st of each year.

- Employees are eligible to use PTO upon employment. PTO can be used for:
 - a. Vacation
 - b. Personal illness or serious illness of immediate family member (spouse, children, parents).
 - c. Appointments (e.g., doctor, dentist, teacher, lawyer) which cannot be made outside normal work hours.
 - d. Bereavement

- PTO is not cumulative from year to year and must be used by the end of the year it was received.
- PTO must be taken with a minimum 2 hour increments.
- Employees may not take unpaid leave unless all of their PTO has been used.
- Communication with the director regarding PTO, whether paid or unpaid, is required.
- An employee who abuses paid/unpaid time off will be documented and could result in dismissal.

CLOSINGS

All employees regularly scheduled to work on the approved holiday(s) will be paid for their regularly scheduled hours. The director will provide a list of holidays for the staff.

If the school closes due to weather, then the library will closed. In addition, the library director may choose to close due to natural, mechanical and other emergencies.

Employees will be paid for their scheduled hours if the library has to close for unforeseen circumstances. In cases of the library closing due to severe weather or emergence circumstances, any alteration to the regular schedule will be made by the Director and communicated by telephone as soon as possible.

Time taken off by employees due to poor weather conditions when the office remains open must be taken as PTO in the same week.

EXTENDED LEAVE

Unpaid leave for an extended period of time for surgery or illness may be granted to employees, by the Director, on an individual basis. A doctor's statement will be required of the employee upon returning to work from this extended leave. The doctor's statement shall include the return date, work that may be performed as well as the date at which a full schedule may be resumed.

FAMILY MEDICAL LEAVE –

Employees who have worked for the Library for at least a full year, and have worked at least 1,250 hours during the previous year, are eligible to take unpaid family and medical leave for one or more of these purposes:

- a. The employee's own illness or injury. This includes maternity disability during the period of time the employee should not be working as determined by the employee's physician.

- b. Illness or injury of the employee's spouse, child, parent, or household member.
- c. To care for a newborn; or newly adopted child of preschool age or younger, or no older than 18 if disabled, or recently placed foster child.

The Library Board may extend such Family and Medical Leave to employees who do not meet the above employment requirements at its discretion.

Leave available: Eligible employees may take up to six months of unpaid leave in a twelve month period for any of the above reasons. (FMLA requirement is twelve weeks). This leave may be extended for a second period of six months at the discretion of the Library Board. This twelve month period begins on the first day of leave. A parent who takes leave to care for a child as defined in section #3 above must complete this leave within a year after the birth, adoption, or placement of the child; or within a year after the parent's maternity disability ends as certified by her physician.

Notice Requirements: Employees are required to give notice of at least 30 days in advance of their need for family and medical leave if their need is that foreseeable. Failure to do so may result in a delay of granted leave. In emergencies and unexpected situations, employees must give as much notice as is practicable under the circumstances.

Substitution of Paid Leave: An employee who has accrued paid time off may use these benefits to receive pay for all or a portion of family and medical leave. This may include paid sick or vacation time. The Library may designate such paid leave as family and medical leave and count it against the employee's total eligible leave time.

Certification: The Library will ask employees who take Family and Medical Leave to provide a physician's statement certifying the need for leave. The Library will require employees to provide a fitness-for-duty statement from their physician before they return to work following Family and Medical Leave. The Library will also request documentation of the employee's relationship to a family or household member they are requesting leave to care for. The Library will also ask for a physician's statement during cases of intermittent absences, when there are no apparent medical problems or when a pattern of absences has occurred, upon returning to work from contagious disease, to assure an employee is ready to return to work following surgery, or upon returning to work following a workers compensation leave.

JURY DUTY

An employee summoned to serve as a juror in a judicial proceeding is entitled to court leave. An employee is entitled to their scheduled pay for service as a juror. An employee is responsible for informing his supervisor if s/he is excused from jury or witness for 1 day or more or for a substantial part of the day.

LIBRARY BUSINESS

Employees may be granted leave with pay for the following reasons:

- (a) Subpoenaed court appearances for library related matters.
- (b) Authorized attendance at conferences and meetings, as a representative of the library (to include travel time).

MILITARY LEAVE

Members of the state military forces called up by governor and members of U.S. uniformed services are entitled to unpaid leave for active service; reserve drills or annual training; service school; initial full-time or active

duty training. A copy of military orders shall be submitted to the director. Returning employee is entitled to reinstatement to previous position, or to one with the same seniority, status, and pay, unless the employer's circumstances have changed and reemployment is impossible or unreasonable. It is illegal to discriminate against members of the military in employment decisions.

REPORTING HABITS (LATENESS & ABSENCE)

- (a) Lateness is defined as reporting for work at anytime after specifically schedule. If unable to report to work when scheduled, it is necessary to call the Director no later than one's regular starting time so that arrangements can be made to cover responsibilities.
- (b) Lateness or absence due to weather/ transportation or other emergency, shall be reported by a call to the Director, or in the absence of the Director, to the Senior Clerk.
- (c) Habitual lateness will not be tolerated and could result in job termination.