

Leave Without Pay

If not detrimental to Library service, a staff member may be granted a leave of absence without pay for up to ten (10) working days during any one calendar year at the discretion of the Library Director. A staff member may be granted a leave of absence without pay for a longer period by the Board of Trustees upon the recommendation of the Library Director. Leaves of this nature shall be granted only at the convenience of the Library. No vacation or sick leave is earned during a month in which a leave of absence without pay exceeds ten (10) working days.

Adopted by the Board of Trustees, April 24, 1984
Reviewed November 19, 2013