

## LEAVE

### 1. GENERAL POLICY ON VACATION AND LEAVE

The general policy of the Library is to provide staff with leave from work as appropriate both to the needs of the Library for continuous staff service and to the personal needs of the individual staff member.

Full-time and part time staff are granted appropriate time off work with pay for such purposes as vacation, illness, death of a near relative, jury duty, relevant education, and major holidays. Specific arrangements for the granting of leave of this type are provided below.

Leave of absence without pay for full-time and part-time staff may be granted for specific purposes, including maternity, paternity, adoption, extensive personal illness, care of a near relative with serious health conditions, temporary active military service, extensive illness, and extensive travel, as specifically provided below.

Except for the federal Family and Medical Leave Act, which is described below, for all other leave with and without pay, "near relative" shall mean a spouse or any person bearing the same relationship to the employee's spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, parent-in-law, child-in-law, or any person with whom they have a relationship in loco parentis.

In addition, the Library recognizes that unmarried staff members may have relationships which are in many ways the equivalent of relationships between married spouses. The Library includes the partners in such relationships in the definition of a "near relative."

Hourly staff are eligible for leave with pay for bereavement, and they may take other leave without pay as specified below.

All leave from the Library is granted with the understanding that the effective functioning of the Library requires the continuous presence of its staff. Staff members who are consistently unable—for whatever reason—to function within the limits of prescribed leave will be rated as "unsatisfactory" in performance ratings and may be dismissed from the Library.

Except in cases of emergency, employees may not arrange their own leave by "swapping" hours or by locating their own substitutes without the prior approval of their supervisors.

### 2. PAID HOLIDAYS FOR FULL-TIME AND PART-TIME EMPLOYEES

#### a. Paid Holiday Benefit

Full-time and part-time staff members of The Urbana Free Library are entitled to up to 9.5 paid holidays annually.

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**b. Paid Holidays**

All adjustments in working hours as a result of holidays must be made with the approval of supervisors and should be made during the pay period in which the holiday week falls except under unusual circumstances.

Full day holidays include:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Half-day holidays include Easter, the Sunday before Memorial Day, and the Sunday before Labor Day.

**c. Pro-Rated Holidays for Part-Time Staff**

The total time which a full-time employee receives for holidays is 9.5 days. Full-time employees, therefore, receive a total of 76 hours of paid holiday time annually, half-time part-time employees receive 38 hours, and part-time employees working between half and full time receive proportionate time.

Part-time employees do not receive additional paid holiday leave for additional, "hourly" hours worked.

**3. PAID VACATION FOR FULL-TIME AND PART-TIME EMPLOYEES****a. Paid Vacation for Full-Time and Part-Time Staff**

Annual paid vacation is granted only to full-time and part-time employees. The amount of vacation allowance varies according to pay grade, longevity, and full-time/part-time status of the employee. Employees are granted vacation leave in proportion to the number of hours of work performed, as discussed below. Employees who move to a higher pay grade but lower wage step will continue to accrue and advance from their current vacation step until they reach vacation Step 10.

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**b. Amount of Paid Vacation Time**

PAY GRADES (positions 20-40 hrs/wk)	BASE hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	summary
Exec Dir	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 47 (Assoc Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 42 (Dept Dir)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 41 (IT Mgr)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 38 (AYS Mgr)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 36 (Librarian)	160	160	160	160	160	160	168	176	184	192	200	160 hour vac base, longevity to 200 hours (steps 6-10)
Pay grade 35 (Circ/Cafe/Volunteer Mgr)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 32 (Acq Mgr)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 30 (Office/Graphic Mgrs)	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 25 (Arch Asst, Info Asst)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 23 (Circ, Graphic/Web, Acq Cat)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 19 (Acq Clerk)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)
Pay grade 14 (Lead Barista)	80	88	96	104	112	120	128	136	144	152	160	80 hour vac base, longevity to 160 hours (steps 1-10)

**c. Crediting of Paid Vacation Time**

Vacation leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Vacation leave is determined by multiplying the staff member’s normal allotment of vacation leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee’s part-time position does not qualify for additional vacation leave.

**d. Maximum Accrual of Paid Vacation Time**

The annual vacation allotment is the maximum that may be accrued, unless, because of Library scheduling, an employee is unable to avoid accruing excess vacation time, or because an employee, with the written approval of the Executive Director, is accruing excess vacation time for a specific planned absence.

**e. Working for the Library While Taking Vacation Leave From the Library**

Employees doing both part-time and hourly work may not elect to take vacation time from their part-time jobs in order to do additional hourly work, nor may they be compensated in cash for unused vacation time except at the termination of employment.

**f. Scheduling Vacation Time**

All vacation times must be arranged in advance with the supervisor concerned. The Library tries to approve the vacation times requested by individual staff members, but it reserves the right to insure that vacations are taken at times convenient to the Library. Supervisors are specifically instructed not to grant employees vacations that will leave units too short-staffed to function effectively.

Vacations must be taken in multiples of quarter hours.

Holidays falling within a vacation period do not count as vacation days.

Each scheduled hour of work missed is an hour of vacation taken.

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**g. Taking Vacation in Excess of Accrued Amounts**

The Library's Executive Director may under special circumstances approve an employee's carrying a small negative balance of accumulated vacation leave. Normally this occurs only under a pre-employment agreement, when a new employee has a prior vacation commitment that requires more time off than can be accumulated by the time the vacation begins. If such an employee leaves the Library with a negative balance of accumulated vacation leave, the appropriate amount is deducted from the employee's final paycheck.

**h. Terminal Leave**

Terminal leave consisting of vacation time accrued as of separation is paid, provided that the employee was not dismissed during the six-month probationary period.

Terminal vacations are paid to the nearest quarter hour.

**4. PAID SICK LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

Employees who are participating in the library's Health Savings Plan through the City of Urbana Vantage Care RHS Plan receive the full allotment, but return a portion of their accumulations each pay period in exchange for the library's contribution to their RHS accounts. Full-time employees who have a sick leave balance of 300-399 hours on July 1 return 1.67 hours/month (20/96 of their pay-period allotment) for the coming fiscal year. Those with a sick leave balance of 400-499 hours on July 1 return 2.5 hours/month (30/96 of their pay-period allotment) for the coming fiscal year. Those with 500 or more hours of sick leave balance on July 1 return 3.33 hours/month (40/96 of their pay-period allotment) for the coming fiscal year. Part-time employees receive and return pro-rated amounts.

**a. Purpose of Paid Sick Leave**

The Library provides sick leave as a form of insurance, not as a benefit to be taken as a matter of course. The use of sick leave, like the use of medical insurance, is therefore limited to cases of actual illness and to other limited purposes as provided in these policies.

**b. Amount of Paid Sick Leave**

All full-time employees are credited with a total of 96 hours of sick leave annually. Part-time employees are credited with sick leave in proportion to the percentage of full-time work they perform as part-time employees.

**c. Crediting of Paid Sick Leave**

Sick leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period.

Sick leave is determined by multiplying the staff member's normal allotment of sick leave per hour worked by the number of hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional sick leave.

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**d. Maximum Accumulation of Paid Sick Leave**

Sick leave may be accumulated to a maximum of 1,920 hours by full-time employees and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours.

**e. Uses of Paid Sick Leave**

Sick leave may be used for trips to the doctor for medical treatments when time cannot be arranged outside the working schedule.

Sick leave is deducted on a quarter-hour basis and each scheduled hour of work missed is an hour of sick leave taken.

When staff members are taking sick leave, they should notify their supervisors as soon as possible, and before their scheduled work times.

Sick leave may also be used in the case of illness, injury, or medical appointment of an employee's "near relatives." It may be used as maternity or paternity leave for a period of up to 90 consecutive calendar days during the first twelve months following a birth without complications or adoption of a healthy child. It may not, however, be used for child care. If birth complications occur, or if an adopted child is not healthy, the 90-day limit may be extended.

The use of sick leave to help care for siblings, adult children who are not incapable of self-care because of mental or physical disabilities, or other family or household members who are not members of employee's immediate families, must be approved by the Executive Director, who will make decisions on the basis of extreme need.

Sick leave may also be used for bereavement leave, as specified in Section VI-E-5.

**f. Taking Sick Leave in Excess of Accrued Amounts**

During the first six months of employment, a full-time employee who has not yet had the opportunity to build up sick leave may carry a negative balance of up to 48 hours of sick leave. A part-time employee may carry a proportionate negative balance. If an employee leaves the Library with a negative sick leave balance, the appropriate amount is deducted from his or her final paycheck.

After the initial six months, staff members are expected not to be in arrears in sick leave.

**g. Use of Other Paid Leave in Lieu of Sick Leave**

If a staff member has continuous minor need of sick leave above the level provided for by the Library, this leave is deducted from other leave banks in an order to be determined by Library Administration.

**h. Maximum Sick Leave**

With the exception of cases of maternity, paternity, extensive personal illnesses, or care of immediate family members with serious health conditions, the Library expects all staff to be able to limit total time

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off for illness and vacation to the combined total of annual sick leave, personal leave, and vacation leave.

**i. Required Evidence of Illness**

The Executive Director may, at his or her discretion, request a physician's certificate in the case of unusually extensive or repetitious sick leave.

**j. Payment for Unused Sick Leave**

Accrued sick leave may not be taken as part of terminal leave, nor is it paid at the termination of employment. However, under IMRF rules, up to 1,920 hours of accumulated sick leave is credited to an employee's longevity at the time of retirement for the purpose of calculating retirement benefits.

**k. Disability Pay**

IMRF disability pay is available to employees in accordance with IMRF rules.

**5. PAID BEREAVEMENT LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

Full-time and part-time employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. These employees are also entitled to up to 7 days leave with pay (taken from their accumulated sick leave). If less closely related persons have died, or if employees wish more time with pay, they have the option of taking the time from their comp time, personal leave, or vacation, with the approval of their supervisors. The Library will be as generous as possible in allowing unscheduled use of vacation, comp time, or leave without pay under these circumstances. The Library reserves the right to require documentation of the funeral or service.

**6. PAID JURY DUTY LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

The Library will not request exemption from jury duty for its staff members, unless, in rare cases, schedule difficulties should make it advisable for the Library to ask that the staff member be excused.

Full-time and part-time staff members who are called for jury duty or as witnesses are entitled to leave with pay for such duty. Employees will turn over to the Library all jury pay and work in the Library any portion of their regular work weeks not spent on jury duty. Employees may retain any mileage payments for jury duty.

**7. PAID EDUCATION LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**

Education leave with pay is granted to Library employees taking courses or workshops or attending conferences at the request of the Library. The time granted may include the time spent at the class or workshop or conference, plus travel time.

If employees wish to take courses of their own choosing, the Library will do its best to rearrange work schedules to make this possible, particularly when the courses are relevant to the employees' work at the

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Library. With the approval of their supervisors, employees may use their accumulated vacation time for their classes. The Library reserves the right, however, to deny employees time off to take classes if the resulting changes in schedules would work a serious hardship on the Library or on other employees of the Library.

### 8. PAID PERSONAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES

#### a. Amount of Paid Personal Leave

Personal leave in the amount of 24 hours per year is granted to each full-time employee. Part-time employees are granted prorated amounts of personal leave on the basis of their regularly scheduled part-time hours. Additional personal leave is credited to these employees at the end of each pay period if they do additional, hourly work in their part-time positions. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave.

#### b. Crediting of Paid Personal Leave

Personal leave, measured in hourly allotments, is credited to each eligible employee during each biweekly pay period. Personal leave is determined by multiplying the staff member's normal allotment of personal leave per hour worked by the number hours worked during the pay period. Hourly work done in positions other than an employee's part-time position does not qualify for additional personal leave.

#### d. Taking Paid Personal Leave

Personal leave may be taken for any reason. Although advance warning is greatly appreciated, personal leave is completely at the discretion of the individual staff member.

Personal leave must be taken in multiples of quarter-hours.

### 9. LEAVE OF ABSENCE WITHOUT PAY FOR FULL-TIME AND PART-TIME EMPLOYEES

#### a. About Leave Without Pay

Full-time and part-time employees may be granted, at the discretion of the Executive Director, leave of absence without pay. Under leave without pay, the Library allows employees to take a greater amount of leave than they are entitled to under vacation, sick leave, and personal leave. During these extended absences, the Library holds jobs open for employees, potentially replacing them with temporary employees until they return.

#### b. Limits on Leave Without Pay

Leave without pay is expensive and disruptive. The City continues to pay the employer's share of IMRF while the employees are gone. The Library loses continuity on the job and must hire and train staff who can provide greater continuity than that demanded of short-term substitutes, but who are willing to serve for only a few months.

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For these reasons, the Library discourages the voluntary use of leave without pay, and it limits leave without pay to very specific situations, including maternity, paternity, adoption, extensive personal illnesses, care of immediate family members with serious health conditions, professional activities, education, temporary active military service, and extensive travel, each of which is discussed in detail below.

### **c. Leave Without Pay Is Granted on the Following Basis**

#### **i. Purpose of leave without pay**

Leave without pay is intended for major purposes only. Routine illness, travel, etc., are expected to be covered by leave with pay.

#### **ii. Use of accumulated leave with pay**

Employees must exhaust all applicable leave with pay before taking leave without pay.

#### **iii. Accumulation of paid leave in anticipation of absences**

Employees planning extensive absence from work—including professional activities, education, or travel—are expected to accumulate vacation leave and other leave to reduce the total time off without pay as much as possible. As a general rule, when leave without pay has been scheduled, vacations of more than a couple of days will not be approved in the last three months preceding leave.

#### **iv. Advance arrangement for time of leave**

With the exception of leave without pay for maternity, paternity, adoption, extensive personal illness, or care of immediate family members with serious health conditions, all leave without pay is granted for specific limited times agreed upon in advance. The Library's limits on the duration of leave without pay are listed below. No leave—except as otherwise provided by law—may be taken for a period of more than one year. In many cases the Library has shorter limits. Employees may not return briefly to work and then reapply for voluntary leave without pay in order to extend their leave beyond the specified time limit.

#### **v. Temporary, unpaid reductions in hours**

As a general rule, requests by full-time and part-time staff to reduce hours on a temporary basis, particularly in the case of administrative and supervisory personnel, are not granted, except in the case of maternity, paternity, or adoption, or for extensive personal illnesses or for care of immediate family members who have serious health conditions.

#### **vi. Family Medical Leave Act compliance**

The Urbana Free Library is committed to ensuring full compliance with the Family and Medical Leave Act (FMLA) of 1993. The Library reserves the right to designate FMLA leave as appropriate to any eligible employee. The FMLA entitles eligible employees to take up to 12 weeks of paid or



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unpaid, job-protected leave in a 12-month period based on the employee's anniversary hire date for the following reasons:

- The birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of their own serious health condition.

Eligible employees:

To be eligible for FMLA, an employee must have worked for the Library for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The 12-month period during which an eligible employee may take up to 12 weeks of unpaid leave will be calculated using the eligible employee's service anniversary date.

When a full-time and part-time benefitted employee is absent due to an FMLA-qualifying event, the Library continues to pay that employee's health benefits.

[Please see the Family Medical Leave of Absence Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law.]

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, child, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, child, parent, or next of kin.

[Please see the Family Military Leave Procedure for detailed guidance on the administration of this benefit. The Library reserves the right to modify this policy and the procedure to comply with federal, state, or local law].

Leave for other purposes not covered by the FMLA—including professional activities, education, and travel—is given at the complete discretion of the Executive Director.

vii. Wage increases for employees on leave without pay

Employees who are absent six months or more on leave without pay are not eligible for step increases in wages during the year following their return with the exception of employees participating in military service. Employees absent less than six months are eligible for step increases.

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**d. Leave Without Pay Is Granted for the Following Purposes**

## i. Maternity, paternity, and adoption

Maternity, paternity, and adoption leave are granted for a period of up to 12 work weeks within the first 12 months following the date of birth or adoption. For births without complications, with healthy mothers and babies, total leave is limited to 12 work weeks. If health issues occur during this period, additional leave may be taken.

See section VI-E-9-c-vi, above for guaranteed minimum annual leave, and section VI-D-2-h for continuation of health benefits during unpaid leave.

## ii. Extensive personal illness

See section VI-E-9-c-vi, above, for guaranteed minimum annual leave, and section VI-D-2-h for continuation of health benefits during unpaid FLMA leave.

## iii. Care of immediate family members who have serious health conditions

See section VI-E-9-c-vi, above, for guaranteed minimum annual leave, and section VI-D-2-h for continuation of health benefits during unpaid FMLA leave.

## iv. Professional activities

Once vacation leave, personal leave, and comp time have been exhausted, leave without pay may be granted for teaching, exchanges with librarians from other libraries, consulting, professional writing, or similar professional purposes.

Leave without pay for professional activities is given at the discretion of the Executive Director.

## v. Education

The Library does not provide leave without pay for employees who are earning degrees unrelated to their current, full-time or part-time responsibilities at the Library, or who are taking courses in preparation for leaving the Library.

Leave without pay for education to improve an employee's performance on their current, full-time or part-time job may be granted, once vacation leave, personal leave, and comp time have been exhausted.

Leave without pay for education is given at the discretion of the Executive Director. If this leave is taken at the specific request of the Library, requirements concerning the prior exhaustion of vacation leave, personal leave, and comp time may at the discretion of the Executive Director be waived.

## vi. Temporary active military duty

Staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave in order to comply with the military situation. Wage adjustments are made to assure

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employees of income equal to their Library wages for periods up to 60 days of training or duty required by the United States Armed Forces. The Library will follow provisions outlined in the Military Leave of Absence Act (5 ILCS 325/).

### vii. Travel

The Library generally does not grant leave without pay for travel, unless involuntary hardship for staff members is involved.

All requests for travel leave without pay must be submitted to the Executive Director, who will rule on individual requests as they occur. Approval by the City of Urbana may also be required. For this reason, travel leave must be requested formally at least three months in advance.

Under no circumstances will leave without pay for travel be approved for a period longer than one month greater than the total required time away from the community, or for a period of longer than one year.

## 10. PAID BEREAVEMENT LEAVE FOR HOURLY EMPLOYEES

Hourly employees are entitled to up to 3 consecutive working days of paid bereavement leave following the death of near relatives or persons in their households. See Section VI-E-11-e for unpaid bereavement leave. The Library reserves the right to require documentation of the funeral or service.

## 11. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES

### a. Intent of Leave Without Pay for Hourly Employees

In granting leave without pay to hourly employees, the Library is guided in general by time limits imposed on full-time or part-time staff members at similar levels of appointment.

### b. Requesting Leave Without Pay

All extensive leave of absence without pay for hourly employees—with the exception of leave for illness or death—must be requested in writing as early as possible, using a form provided by the Library, as discussed in Section VI-E-9. Although the Library will attempt to grant all reasonable leave requests, as outlined in this policy, no hourly job can be held open indefinitely.

Because of the nature of hourly employment, it may not be possible to grant leave and guarantee immediate reinstatement of all hours upon the employees' return. Details will be worked out between employees and their supervisors, consulting with the Executive Director.

### c. Vacation

All staff are encouraged to take vacation away from the Library each year. Hourly staff are entitled to take vacation without pay. Vacation times must be requested by hourly staff, just as they are by full-

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time or part-time staff. Longer absences than those granted to full-time or part-time staff members in comparable positions should not be expected.

### **d. Illness**

Hourly staff are granted sick leave without pay as needed, but continuous or repeated absences will force the Library permanently to reduce scheduled hours or dismiss the employee. The Library will make exceptions for hourly staff with continuous or repeated absences who are pregnant.

### **e. Bereavement**

Leave is arranged with supervisors. A minimum of 14 consecutive calendar days without pay is guaranteed an hourly staff member in the case of the death of a near relative or person in the employee's household. The Library reserves the right to require documentation of the funeral or service.

### **f. Jury Duty**

The Library does not as a general rule request jury duty exemptions for hourly staff members. As far as possible, the Library rearranges the schedules of hourly staff members called for jury duty to enable them to maintain their normal hours while serving on juries. If staff members are unable to maintain their normal hours, they may take leave without pay until their jury duty is over.

### **g. Education**

The Library does its best to arrange schedules to suit the needs of hourly workers taking classes, but the needs of the Library and of other workers must be taken into account, and it may be impossible for staff members to take the classes they want.

### **h. Maternity, Paternity, and Adoption**

Maternity, paternity, and adoption leave without pay are granted to hourly staff members for a period of up to 45 consecutive calendar days following birth or adoption.

### **i. Leave for Temporary Active Military Service**

Hourly staff members who are in the military reserve corps and are ordered to temporary active duty are granted leave without pay in order to comply with the military situation.

### **j. Travel**

The Library generally does not grant leave without pay to hourly staff for travel beyond that authorized in Section V-E-10-c. Individual decisions are made on a case-by-case basis, following the guidelines in Section VI-E-9-d-vii concerning extreme hardship.

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**12. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS**

Employees who wish to observe religious holidays are asked to notify their supervisors as early as possible, so that supervisors can rearrange work schedules as needed. This time off for religious holidays is provided by rearranging work schedules, and not by additional holiday leave with pay.

**13. DISAGREEMENTS**

In the case of disagreements over the use of vacation and leave, and the allowance of leave without pay, the decision of the Executive Director is final.

This policy is subject to change at any time and in accordance with applicable law, or at the discretion of the Library Board.

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