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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.

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 that 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.”

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.

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 10.5 paid holidays annually.

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
- Juneteenth
- 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.

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c. Pro-Rated Holidays for Part-Time Staff

The total time that a full-time employee receives for holidays is 10.5 days. 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 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.

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
Pay Grade 36 - 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 30 - 35	120	128	136	144	152	160	168	176	184	192	200	120 hour vac base, longevity to 200 hours (steps 1-10)
Pay grade 14 - 29	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.

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

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

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, if applicable. Terminal leave (vacations) is paid to the nearest quarter hour.

4. PAID SICK LEAVE FOR EMPLOYEES

a. Purpose of Paid Sick Leave

The Library provides sick leave for that sole purpose, not as a benefit to be taken as a matter of course. The use of sick leave 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 and hourly employees are credited with sick leave in proportion to the percentage of full-time work they perform.

c. Crediting of Paid Sick Leave

Sick leave, measured in hourly allotments, is credited to each 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.

d. Maximum Accumulation of Paid Sick Leave

Sick leave may be accumulated by full-time employees to the maximum stipulated by IMRF rules and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours. Hourly employees may accumulate sick leave to a maximum of 38 hours.

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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 to provide personal care for “covered family members.” “Personal care” includes the following:

- Activities to ensure that near relatives’ basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for near relatives who are unable to meet those needs themselves; or
- Being physically present to provide emotional support to near relatives with serious health conditions who are receiving inpatient or home care.

“Covered family member” means an employee's child, stepchild, spouse, domestic partner, sibling, parent or parent-in-law, grandchild, grandparent, or stepparent.

Sick leave also may be used as additional parental leave by benefited staff those employees who are eligible for such leave. Use of sick leave for this purpose may be for a period of up to 28 consecutive calendar days after paid parental leave is exhausted during the first 12 months following a birth or adoption of a 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. See Section VI-E-5 for information about paid parental leave for benefited staff.

The use of sick leave to help care for other family or household members who are not considered “covered family members” 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-6.

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 or hourly 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 the employee’s 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 full- or part-time staff member has continuous 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.

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h. Maximum Sick Leave

With the exception of cases of parental leave, extensive personal illnesses, or care of immediate family members with serious health conditions, the Library expects all full- or part-time staff to limit total time off for illness and vacation to the combined total of annual sick leave, personal leave, and vacation leave.

i. Required Evidence of Illness

No employee who has been absent for more than three consecutive days due to illness, injury, or health condition of the employee or covered family member shall return to work without first submitting a certificate signed by a licensed health care provider confirming the illness, injury, or health condition of the employee or covered family member.

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 a full- or part-time employee's longevity at the time of retirement for the purpose of calculating retirement benefits.

k. Disability Pay

IMRF disability pay is available to full- or part-time employees in accordance with IMRF rules.

l. Retirement Health Savings Plan

Employees who are participating in the Library's Retirement Health Savings (RHS) 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.

5. PAID PARENTAL LEAVE FOR FULL-TIME AND PART-TIME EMPLOYEES**a. Purpose of Paid Parental Leave**

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child(ren). The Library will provide up to 8 weeks of paid parental leave to full-time staff following the birth of an employee's child or the placement of a child with an employee in connection with adoption not connected to a marriage. Part-time employees are provided paid parental leave in proportion to the percentage of full-time work they perform as part-time employees. Paid parental leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time and vacation time. In this way, any paid time and any unpaid time will run concurrent with FMLA and be counted toward the 12-week allotment. In addition, employees will not receive more than 8 weeks of

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paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.

b. Eligibility

Full- and part-time employees who work an average of no fewer than 20 hours/week and who have worked for the Library for at least one year prior to using the benefit are eligible for paid parental leave. The leave begins with the birth or placement of the child(ren). The Executive Director may grant an earlier start as the conditions of the pregnancy or adoption warrant. The Leave must end within the 12 months immediately following the birth or adoption. Paid parental leave may be taken intermittently with approval from the Executive Director.

Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there is no payment of unused parental leave upon termination of employment.

c. Benefits

The Library will continue to pay its portion of the cost of the employee's standard health insurance premium for employees who subscribe to health insurance through the Library while an employee is on paid parental leave. The employee must continue to pay their portion of the benefits. Contribution payments must be submitted by the first of the month in which coverage takes effect. Failure to make payments for more than 30 days may result in termination of coverage(s). In addition, if an employee does not return after parental leave, they must reimburse the Library for the employer portion of benefits paid during the leave. Paid parental leave cannot be used for child care.

d. Requesting the Leave

If the need for parental leave is foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a leave request in writing to their supervisor and the Office Manager as soon as practicable in the form of a proposed schedule of leave to be taken.

e. When Both Parents Are Eligible Employees

Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to 8 weeks of paid parental leave.

6. 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 of 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 personal leave or vacation with the approval of their supervisors. The Library will be as generous as possible, while providing continuous staff service, in allowing unscheduled use of vacation, or leave

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without pay under these circumstances. The Library reserves the right to require documentation of the funeral or service.

7. 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.

8. 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 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.

9. 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. Personal leave may be accumulated by full-time employees to a maximum of 24 hours and proportionately by part-time employees, on the basis of their regularly-scheduled part-time hours.

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.

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c. Taking Paid Personal Leave

Personal leave may be taken for any reason and is completely at the discretion of the individual staff member. However, staff members still must notify their supervisor of their intention to take personal leave prior to taking it.

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

10. 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, parental leave, and personal leave. During these extended absences, the Library holds jobs open for employees, potentially replacing them with temporary employees until they return. Leave without pay is intended for major purposes only. Routine illness, travel, etc., are expected to be covered by leave with pay.

b. Limits on Leave Without Pay

The Library limits leave without pay to very specific situations, each of which is discussed in detail below.

c. Leave Without Pay May Be Granted on the Following Basis**i. Use of accumulated leave with pay**

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

ii. Accumulation of paid leave in anticipation of absences

Employees planning extensive absence from work—including professional activities, education, or travel—are expected to accumulate 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 three months preceding leave.

iii. Advance arrangement for time of leave

With the exception of leave without pay for parental leave, extensive personal illness, or care of immediate family members with serious health conditions, all approved 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.

iv. 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

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case of parental leave, or for extensive personal illnesses or for care of immediate family members who have serious health conditions.

v. 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. 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 FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period calculated as the 12-month period measured forward from the first date the employee takes FMLA leave 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.

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 standard health insurance premium for employees who subscribe to health insurance through the Library.

[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.

vi. 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 May Be Granted for the Following Purposes

i. Parental leave

Parental leave without pay is granted for a period of up to 4 work weeks beyond the 8 work weeks of paid parental leave for full- and part-time staff (see Section VI-E-5) within the first 12 months following the date of birth or adoption. Benefited staff must use up accumulated sick leave, vacation leave, and personal leave before taking parental leave without pay. 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.

ii. Extensive personal illness

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

iv. Professional activities

Once vacation leave and personal leave 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 and personal leave 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 and personal leave may be waived at the discretion of the Executive Director.

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 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 Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/1-1 et seq.).

vii. Travel

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

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All requests for travel leave without pay must be submitted to the Executive Director, who will decide on individual requests as they occur. 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.

11. 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-12-e for unpaid bereavement leave. The Library reserves the right to require documentation of the funeral or service.

12. LEAVE OF ABSENCE WITHOUT PAY FOR HOURLY EMPLOYEES

a. Intent of Leave Without Pay for Hourly Employees

In determining whether to grant leave without pay to hourly employees, the Library is guided in general by the policy imposed on full-time or part-time staff members in comparable positions.

b. Requesting Leave Without Pay

All extensive leaves 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. 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

Hourly staff are entitled to take vacation without pay. 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 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. 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 beyond the paid sick leave outlined in Section VI-E-4, 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 who are pregnant and may need continuous or repeated absences due to the pregnancy.

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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 usually 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 employees taking classes, but the needs of the Library and of other employees must be taken into account, and it may be impossible for staff members to take the classes they want.

h. **Parental Leave**

Parental leave without pay is granted to hourly staff members for a period of up to 56 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 VI-E-12-c. Individual decisions are made on a case-by-case basis, following the guidelines in Section VI-E-10-d-vii concerning extreme hardship.

13. REARRANGEMENT OF WORK SCHEDULES FOR OBSERVANCE OF RELIGIOUS HOLIDAYS

Employees who wish to observe religious holidays not covered above 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.

14. 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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