

4.12 PERSONAL LEAVE OF ABSENCE

Under certain circumstances, the Library Director may approve a leave of absence for a full-time employee who has maintained a satisfactory record of employment with the Library District for a minimum of one year, but does not qualify for a leave under another of the Library District's policies. A personal leave of absence may not typically exceed 30 calendar days.

Requests for Personal Leave of Absences must be submitted in writing to the Director at least thirty (30) days prior to the commencement date, except when medical or personal conditions make such a requirement impossible. The request should state the reason(s) for the proposed leave, the date of departure from employment and the estimated date of return to employment.

The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library District. While the Library District will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

Upon return from any leave provided under this policy, the employee shall maintain all seniority and benefits accrued as of the commencement of the leave. No loss of service credit with the Library District will occur as a result of the leave of absence, but no benefit credit will be accrued toward vacation, personal, and sick leave entitlement for the duration of the leave.

Extensions of leaves of absence must be requested in writing to the Director prior to the agreed upon return date, and are subject to the approval of the Board of Trustees.

Employees on leave of absence must notify the Director in writing at least two weeks prior to the end of their leave of their availability for return to work. An employee's failure to return from leave of absence at the agreed upon time will be considered a voluntary termination of employment.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
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