

#### **4.13 COMPASSIONATE LEAVE**

1. Leave with pay, not to exceed three working days, will be granted to employees for a death in the immediate family and, if it is deemed necessary, additional time may be allotted from their sick leave accumulation upon the approval of the Director. Furthermore, an employee who has been employed by the Library District for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take an additional seven working days of time off for the death of the employee's child (for a total of two weeks off). For these additional seven days, employees may use available vacation or personal hours or take unpaid time off.
2. For purposes of this section only, the immediate family shall mean spouse, mother, father, son, daughter, brother, sister, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, or other individual residing in the employee's household.
3. At the Director's request, an employee may be requested to provide documentation supporting the reason for such leave.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 9.20.00; 12.14.16*