



Leaves

Sick Leave

Paid sick leave of 10 working days per year for all full time employees are allowed with an accumulation of up to 150 days. One sick day per year may be used for personal business. Sick leave may also be used to care for a member of the immediate family up to five days, or for medical appointments which can only be scheduled during working hours.

Earned sick leave will be recorded on each employee's personnel record. All absences charged to sick leave will be reported directly to the Director. Use of sick leave will be recorded on personnel records by date. Job attendance is very important in performance ratings. Absences beyond three (3) consecutive days may require a doctor's report. If an employee goes 6 full months without taking a sick day, they will gain an extra day of vacation to be used within the normal calendar year.

In the event of separation or retirement, no compensation will be made for accrued sick leave, other than necessary compensation **to IMRF**, in the case of a retirement.

Sick Leave & Vacation Policy:

As vacations must be scheduled in advance to ensure smooth running of the library, employees cannot "extend" vacations or holidays through use of sick leave. Sick leave *will not be paid* if it is requested directly before or after an employee's scheduled vacation or directly before or after a library holiday, unless a valid doctor's excuse is presented upon return to work.

Funeral Leave

Full-time employees may take up to three days leave with pay in the case of a death in the immediate family. Immediate family includes grandparents, parents, guardians, siblings, spouse, in-laws, or child.

In the case of other family members (aunt, uncle, niece, nephew), one day of paid leave will be allowed to full-time employees. Other requests for funeral leave will be considered on an individual basis by the Director.

Jury Duty, Court Leave, Voting Privileges

Full-time employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay. In accordance with the state law, an employee will be allowed enough time to vote if prior arrangements are made with the Director.

Family and Medical Leave

Family Medical Leave is provided in compliance with the Family and Medical Leave Act of 1993 (FMLA). Employees who qualify may receive up to twelve (12) weeks of job-protected leave during any twelve-month period.

a. Eligibility. To be eligible for family/medical leave, an employee must have worked for the Library for at least twelve (12) months. Further, the employee must have worked at least 1,250 hours during the previous twelve (12) months. Employees who do not meet minimum FMLA requirements may still qualify for other types of leave under Library policy. The Library may deny leave to employees who do not comply with this section or with FMLA requirements.

b. Grounds for Family/Medical Leave. A serious health condition is one that requires inpatient care or continuing medical treatment. The Library Director can help an employee determine if a particular situation meets this definition. Eligible employees may use family/medical leave for the following reasons:

1. Care of a child upon birth or placement for adoption or foster care. The leave must conclude within a year of birth or placement;
2. Care of a spouse, child, or parent suffering from a serious health condition; or
3. An employee's inability to perform essential job functions because of his/her own serious health condition.

c. Notification.

1. An employee should provide at least thirty (30) days notice to his/her Director when the need for leave is foreseeable. When circumstances beyond an employee's control exist, he/she must give as much advance as possible.
2. An employee requesting leave under this policy must complete the approved form available in the Library Director's office.
3. If the leave is foreseeable, the employee shall make a reasonable effort to schedule treatment so as not to disrupt library operations unduly.

d. Medical Certification.

1. With regard to a serious health condition, an employee requesting leave must furnish the Library Director with medical certification from a health care provider which sets forth the following:

- a. The date when the condition commenced.

- b. The probable duration of the condition
 - c. The diagnosis of the condition
 - d. A brief statement of the treatment prescribed for the condition by health care provider. The statement should include such things as the estimated number of visits; the nature, frequency, and duration of treatment; and any treatment by another provider of health services deemed necessary.
 - e. An indication of any inpatient hospitalization required
 - f. A statement that the employee is needed to care for a child, spouse, or parent, if the leave is for that purpose.
 - g. A statement that the employee is unable to perform the essential functions of his/her job because of his/her own serious health condition, if the leave is due to that reason.
2. The Library Director may require a second or third medical opinion, at employee's expense, periodic recertification of the serious health condition, and/or a fitness for duty report to return to work, as necessary.

Holidays

Regular full-time employees are eligible for holidays off with pay. Employees are entitled to 12 paid holidays per year. The dates of library closings will be determined by the board in December. The employee is also entitled to a paid day off on their birthday (to be taken the day of, the day before, or the day after), and one personal day.

Observance.

1. If a normal library holiday, such as Christmas, occurs on a Sunday it will be observed on the Saturday.
2. The Library Director may revoke or restructure the observance of any holiday in order to provide necessary functions and services of the Mattoon Public Library.