Vacation Leave Policy

All permanent full-time and permanent part-time employees are eligible for vacation leave with pay. Vacation scheduling will prioritize the library's operational needs while considering employee preferences whenever possible. Vacation leave must be taken in increments of no less than thirty (30) minutes. Any exceptions to the vacation leave procedures require prior approval from the director. Generally, employees are not permitted to take vacation leave during their first six (6) months of employment.

Vacation Accrual

- **Permanent Full-Time Employees**
  Permanent full-time employees (regularly scheduled to work 40 hours per week) accrue ten (10) hours of vacation leave per month, starting with the first full month of employment. Accrued vacation leave is capped at a maximum of 240 hours.
- **Permanent Part-Time Employees**
  Permanent part-time employees (regularly scheduled to work at least 20 hours per week) accrue vacation leave on a prorated basis relative to a 40-hour workweek. For example, an employee working 22 hours per week accrues 22/40 of 10 hours (5.5 hours) of vacation leave per month, up to a maximum of 22/40 of 240 hours (132 hours).
- **Ineligible Employees**
  Employees who regularly work fewer than 1,000 hours per year are not eligible for vacation benefits.

Vacation Leave on Separation

Employees who separate from library employment within their first twelve (12) months of service forfeit all accrued vacation leave. After completing one year of service, employees are entitled to reimbursement for unused, accrued vacation leave, provided they give proper notice of resignation. Upon separation of employment from the Library, employees will be paid for up to four weeks of any accrued and unused vacation leave hours at their current rate of pay and according to their budgeted hours. Accruement of vacation leave hours will be disbursed on a monthly basis until depleted without accrual of additional vacation leave.

Additional Provisions

Authorized holidays, as defined in the library's holiday policy, do not count as vacation days. If an authorized holiday falls during an employee's vacation leave, the employee is entitled to an additional day of vacation beyond the regular vacation period.

Sick Leave Policy

All permanent full-time and permanent part-time employees are eligible for paid sick leave.

Sick Leave Accrual

- Permanent Full-Time Employees
  Permanent full-time employees (regularly scheduled to work 40 hours per week) accrue sick leave at a rate of ten (10) hours per month, up to a maximum of 480 hours.
- Permanent Part-Time Employees
  Permanent part-time employees accrue sick leave on a prorated basis relative to a 40-hour workweek. For example, an employee working 22 hours per week accrues 22/40 of 10 hours (5.5 hours) of sick leave per month, up to a maximum of 22/40 of 480 hours (264 hours).
- Ineligible Employees
  Employees who regularly work fewer than 1,000 hours per year are not eligible for sick leave benefits.

Sick Leave Usage

- Accrued sick leave may be used after the first six (6) months of employment.
- Employees who become ill during their first six months may have their time missed deducted from their pay or, with the director's approval, make up the time within one month.
- Sick leave must be taken in increments of no less than thirty (30) minutes.

Sick Leave Procedures

- Reporting Absences
  Employees must contact their supervisor or the director each day sick leave is taken unless prior arrangements have been made.

- Extended Sick Leave
  For absences exceeding three (3) consecutive days, a doctor's verification may be required to confirm the need for additional leave.
- Medical Appointments
  - Emergency doctor or dental appointments may be counted as sick leave.
  - Non-emergency medical or dental visits that cannot be scheduled during an employee's free time or vacation may also be counted as sick leave, provided the employee obtains prior approval from the director.

Sick Leave Limitations

- Sick leave allowances may not be used for vacation purposes.
- Unused sick leave is not payable upon termination of employment.

Bereavement Leave Policy

Employees are eligible for bereavement leave in the event of a death in their immediate family.

Eligibility and Definition

- Immediate family is defined as:
  - Father, mother
  - Brother, sister
  - Husband, wife
  - Child
  - A person living in the same household as a member of the family

Leave Allowance

- Employees may take between one-half (½) day and up to five (5) consecutive days of bereavement leave.
- Each case must be discussed and approved by the director.

Conditions

- Bereavement leave is limited to a total of five (5) days per fiscal year. Any additional time off must be taken as vacation leave or leave without pay.
- No deduction from salary will be made for approved bereavement leave.
- Bereavement leave hours:
  - Do not carry over from year to year
  - Have no monetary value upon termination, resignation, or retirement

Military Leave Policy

Employees who are members of the National Guard or any reserve unit of the United States Armed Forces are eligible for military leave as follows:

Military Training Leave

- Employees called to duty for training will be granted a leave of absence with pay for up to fifteen (15) calendar days per federal fiscal year.
- Paid military leave is limited to one occurrence per fiscal year.

Active Duty Leave

- Employees ordered to military service or extended active duty will be granted a leave of absence without pay for the duration of their service.

FAMILY/MEDICAL LEAVE POLICY

This policy is not in effect unless HRLS has 50 or more employees. This policy is written to comply with the Family and Medical Leave Act of 1993. Family leave may be granted in accordance with library policies on the use of annual leave, sick leave, or leave without pay for the following situations:

1. the birth of a child and the care of such child
2. the placement of a child for adoption or foster care
3. serious illness of an employee's spouse, child, father, mother
4. a serious illness/health condition that makes an employee unable to perform his or her job function

When a family/medical leave is needed, the employee shall notify the director in writing of the probability of leave at least 30 days in advance of the leave or earlier if practical. Emergency situations may not allow for 30 days notice and will be handled on an individual basis. In computing the 12-month period in which the 12 weeks of leave entitlement occur, the library will use the 12 month period measured forward from the date an employee's leave begins.

1. An employee's request for a family leave shall not exceed twelve (12) weeks in any 12-month period which is measured from the date the employee's first such leave begins.
2. An employee's request for family leave may be taken on an intermittent basis, including reduced workdays or reduced workweeks, but not to exceed a total of 12 weeks in a 12-month period. Formulas for calculating time used for full or part-time employees will be proportionate to an employee's regular working hours, as outlined in the Family and Medical Leave Act Regulations, 29 CFR Part 825.205. Requests for adjustment of work schedule will be handled on an individual basis.
3. If the full-time employee is requesting sick leave to cover the time away from work, the employee shall submit to the director a doctor's statement or an official statement from the case or social worker indicating the time needed for the employee's care of the child or family member.

4. When all sick leave, vacation leave, and holiday time have been exhausted, the employee may request leave without pay. The total leave requested, including paid and unpaid leave, shall not exceed 12 weeks per year.
5. If it is necessary for an employee to take leave without pay for family leave, the library will continue health care coverage during the leave at the same level and cost as before the family leave.
6. To receive unpaid family/medical leave beyond the accrued vacation, sick and holiday leave, employees must have worked for at least 12 months and 1,000 hours preceding the start of the leave.

Leave Without Pay Policy

Employees may request leave without pay (LWOP) for the following reasons:

- To extend a scheduled vacation
- School attendance or educational purposes
- Travel
- Illness not covered by available sick leave
- Work experience elsewhere that would benefit the library

Request Process

- Requests for leave without pay must be submitted well in advance and include the reason for the request.
- Approval is subject to the discretion of the director and will depend on whether the absence will impact the efficiency or operations of the department.

Citizenship Leave Policy

Employees are eligible for paid leave to fulfill civic responsibilities, including jury duty, serving as a witness, and voting, as outlined below:

Jury Duty and Subpoenaed Witness Leave

- Employees working half-time or more will be granted leave with pay for jury duty or when subpoenaed as a witness.
- Employees working less than half-time will be granted paid leave only for the hours they would have otherwise been scheduled to work while serving jury duty.
- Documentation verifying jury duty or witness service must be provided to the supervisor or director.

Voting Leave

- Employees working half-time or more will be granted leave with pay for voting, as provided by law, for up to three (3) hours.
- Voting leave should be requested in advance to ensure minimal disruption to library operations.

Request and Notification

- Employees must request citizenship leave from their supervisor as soon as possible, and no later than one (1) day in advance when feasible.
- Employees are expected to notify their supervisor or the director promptly if they are called for jury duty, subpoenaed as a witness, or plan to use voting leave.

Request for Leave Policy

Employees must use the current HRLS time clock program to request time off by entering the desired leave dates and times.

Leave Request Procedures

- Advance Notice: Requests for leave must be submitted well in advance of the desired leave date(s).
- Sick Leave: Employees requesting sick leave must enter their leave dates and times on their first day back to work.

Required Information

When submitting a leave request in the time clock program, employees must provide the following details (see sample below):

1. Code: Select the appropriate leave type (Comp, Holiday, Sick, or Vacation)
2. Date: Specify the date(s) of leave
3. Number of Hours: Enter the total hours requested
4. Notes: Optional but recommended for clarity (e.g., brief reason for leave)

Approval Process

The director will review and approve or deny leave requests in the HRLS time clock program as soon as possible.

This policy ensures a consistent and efficient process for managing leave requests while maintaining operational needs.

Resignation Policy

1. Notice Requirement
   To resign in good standing, an employee must provide adequate notice of their intent to resign.

2. Inadequate Notice
   - If an employee fails to provide adequate notice, the termination record will include the following notation: *"Resignation accepted with prejudice due to inadequate notice."*
   - Adequate notice is defined as:
     - A minimum of two (2) weeks for most positions.
     - A minimum of thirty (30) days for certain professional positions.

3. Forfeiture of Vacation Leave
   Employees who resign without providing adequate notice will forfeit any accrued vacation leave.

4. Future Employment Consideration
   Failure to provide adequate notice may disqualify the employee from being considered for future employment with the library.

5. Early Release
   The director may release an employee earlier than the notice period upon request, if feasible.

Retirement Policy

<u>Normal retirement age is defined as:</u>

- 66 years old for individuals born between 1943 and 1959.
- 67 years old for individuals born in 1960 or later.

<u>Retirement Notice Requirements</u>

1. To retire in good standing, an employee must provide adequate notice of their intent to retire.
2. Adequate Notice:
    - For most positions, a minimum of two (2) weeks notice is required.
    - For certain professional positions, a minimum of thirty (30) days notice is required.
3. Consequences of Inadequate Notice:
    - Employees who fail to provide adequate notice will forfeit their accrued vacation leave.
    - Failure to provide adequate notice may also disqualify the employee from future employment consideration with the library.
4. Early Release:
    - The director may release an employee earlier than the notice period upon request, if feasible.

Termination/Discharge Policy

Nature of Employment

It is the policy of the Heartland Regional Library System (HRLS) that all employees, unless otherwise specified in a written employment contract, are employed at will. This means that employment may be terminated by HRLS at any time, for any lawful reason or no reason at all. Similarly, employees may resign at any time.

Termination Process

When an employee's employment is being terminated, the employee's supervisor, along with the Library Director, will meet with the employee to inform them of the termination. If the supervisor is unavailable, another designated department manager will attend the meeting. If the employee is not present at work, a written termination notice will be mailed via the United States Postal Service.

A written summary of the meeting, including the reasons for termination, will be placed in the employee's personnel file.

Disciplinary Process

HRLS strives to support employees and help them succeed in their roles. If an employee's conduct requires disciplinary action, it is expected that discussions will lead to improvement. However, if the issue persists or recurs after successful resolution of previous disciplinary actions, the employee may be subject to further disciplinary measures, including termination.

In cases where the inappropriate conduct is severe or extreme, the Library Director may initiate the disciplinary process at any stage, bypassing the usual progression.

Sexual Harassment Complaints

Records of sexual harassment complaints, including investigations and resolutions, will be maintained separately by the investigator and will not be

included in the employee's regular personnel file. However, any disciplinary action, such as transfer, suspension, or termination, resulting from a sexual harassment complaint may be noted in the employee's personnel file.

Grievance Process

If an employee is dissatisfied with the outcome of a disciplinary action, they may submit a written grievance letter for review and consideration.