

VACATION LEAVE

All permanent full-time and permanent part-time employees receive vacation leave with pay. Vacations will be scheduled so as to meet the operating requirements of the library, and in so far as possible, the preference of employees. Vacation leave is never taken in units of less than thirty (30) minutes. Any deviation from the vacation leave procedures must be approved by the director. Ordinarily, vacation will not be taken during an employee's first six (6) months of employment.

Permanent full-time employees (those regularly scheduled to work 40 hours per week) earn ten (10) hours vacation per month beginning with the first full month of employment up to a maximum of 240 hours. Permanent part-time employees (those regularly scheduled to work at least 20 hours per week) earn vacation on a pro-rata basis, based on the fraction of 40 hours worked each week. For example, an employee who works 22 hours per week would earn $22/40$ of 10 hours of vacation each month or 5.5 hours up to a maximum of $22/40$ of 240 hours or 132 hours. Employees who regularly work less than 1,000 hours per year are not entitled to vacation benefits.

Whenever separation from the library staff occurs prior to the end of the first twelve months of an employee's service, he or she forfeits his or her vacation leave. Otherwise, an employee is entitled to reimbursement for unused, unexpired accrued vacation leave; provided that, in case of resignation, the employee has given adequate notice of his resignation.

An authorized holiday (as listed in the holiday policy) shall not constitute a vacation day, and whenever an authorized holiday falls within an employee's vacation leave, he or she will be entitled to one additional day beyond the regular vacation period.

SICK LEAVE

All permanent full-time and permanent part-time employees receive sick leave with pay. Permanent full-time employees (those regularly scheduled to work 40 hours per week) accumulate sick leave at the rate of 10 hours per month up to a maximum of 480 hours. Permanent part-time employees accumulate sick leave on a pro-rata basis, based on the fraction of 40 hours they work per week. For example, an employee who works 22 hours per week would accumulate $22/40$ of 10 hours of sick leave per month or 5.5 hours up to a maximum of $22/40$ of 480 hours or 264 hours. Employees who regularly work less than 1,000 hours per year are not eligible for sick leave.

Accumulated sick leave is usable after the first six months worked. Employees who become ill during their first six months of work may have time missed deducted from their pay or make up the time when convenient for themselves and the director (usually within one month). Sick leave is never taken in units of less than thirty (30) minutes.

At the termination of employment, payment for unused sick leave will not be made.

Sick leave allowances may not be used for vacation purposes. After absences of three (3) days, a doctor's verification that additional leave is necessary shall be given. The employee shall contact their supervisor or the director each day sick leave is taken.

Emergency appointments with a doctor or dentist may be counted as sick leave. Visits to the doctor or dentist which cannot be arranged on employee's free day or vacation time may be counted as sick leave providing arrangement has been made in advance with the director.

BEREAVEMENT/DEATH IN THE FAMILY

One-half (1/2) to five (5) days is allowed for all employees in case of death in the immediate family. Immediate family is construed to mean father, mother, brother, sister, husband, wife, child, person living in the same household as a member of the family.

One-half (1/2) to three (3) days is allowed for other relatives, close friends, or associates.

Each individual case must be taken up with the director. No deduction from salary will be made for bereavement absence provided such absence does not exceed a total of five (5) days per fiscal year.

MILITARY LEAVE

Employees who are members of the National Guard or any reserve unit of the United States armed forces and who are called to duty or training will be granted leave of absence. One leave with pay will be granted per fiscal year for the purpose of training, not to exceed a total of fifteen calendar days in any federal fiscal year. Members of the National Guard or any reserve unit who are ordered to military service or extended active duty will be granted a leave of absence without pay.

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

Request for leave without pay to be taken in connection with vacation should be made well in advance, together with reason for request. Leave without pay may also be requested for school attendance, travel, illness (not covered by sick leave), or work experience elsewhere that would be of benefit to the library. Such requests may be granted if they will not affect efficiency of the department concerned.

REQUEST FOR LEAVE

Employees will use the current HRLS time clock program to request time off by entering the dates/times of desired time off. Requests for leave are to be entered well in advance of leave date(s). Persons requesting sick leave shall enter dates/times on their first day back to work.

All information is to be filled in on the time clock program. (See sample below.)

1. Code (Comp, Holiday, Sick, Vacation)
2. Date
3. Number of Hours
4. Notes (optional but recommended)

The director will approve or deny entered requests in the current HRLS time clock program as soon as possible.

RESIGNATION

1. In order to resign in good standing, an employee must give adequate notice of intent to resign.
2. The termination action of an employee who fails to give adequate notice shall bear the following notation: Resignation accepted with prejudice due to inadequate notice.
3. Any employee who gives less than adequate notice before resigning shall forfeit his or her accrued vacation leave. Adequate notice for the purpose of enforcing these provisions shall be construed to mean two week notice, although it should be recognized that in certain professional positions adequate notice shall be a minimum of thirty (30) days.
4. Failure to give adequate notice shall be sufficient reason to deny an applicant consideration for employment in the future.
5. The director shall release an employee at the earliest possible date when an employee requests such consideration.

RETIREMENT

Normal retirement age is reached at the end of the month in which the sixty-sixth (66) birthday occurs.

1. In order to retire in good standing, an employee must give adequate notice of intent to retire.
2. Any employee who gives less than adequate notice before retiring shall forfeit his or her accrued vacation leave. Adequate notice for the purpose of enforcing these provisions shall be construed to mean two week notice, although it should be recognized that in certain professional positions adequate notice shall be a minimum of thirty (30) days.
3. Failure to give adequate notice shall be sufficient reason to deny an applicant consideration for employment at a later date.
4. The director shall release an employee at the earliest possible date when an employee requests such consideration.

TERMINATION/DISCHARGE

Nature of Employment

It is the policy of the Heartland Regional Library System (HRLS) that all employees who do not have a written, individual employment contract with HRLS, which provides for their employment for any specific, fixed period of employment, are employed at will, and that their employment may be terminated by HRLS, at any time, for any lawful cause or reason of its choosing, or without cause, and that such employees may, similarly, terminate their employment with HRLS at any time.

The employee's supervisor and the Library Director will meet with the employee and inform the employee that his/her employment is being terminated. If the supervisor is not available, then another designated department manager will attend the meeting. If the employee is no longer appearing for work, a written letter will be mailed through the United State postal service, informing the employee of their termination. A written summary of the meeting and reasons for termination should be placed in the employee's personnel file.

After successful completion of any stage in the disciplinary process, if the same or similar problem(s) occurs, the employee may be subject to additional disciplinary procedures or action, including but not limited to termination.

If the inappropriate conduct is of such a nature as to be considered serious or extreme, the progressive disciplinary process may begin at the Library Director's discretion. Records of sexual harassment complaints, and the investigation and the disposition thereof, shall be maintained by the investigator and shall not be a part of any employee's regular personnel file. Notation of transfer, suspension, termination, or other disciplinary action resulting from a sexual harassment complaint may, however, be noted in an employee's regular personnel file.

Termination/Disciplinary Process

HRLS is supportive of its employees and has every desire to see its employees succeed in the workplace. Therefore, it is anticipated that discussion of work-

related conduct requiring disciplinary action will result in a satisfactory resolution and improvement by the employee. However, if the employee is not satisfied with the outcome, he or she may consider submitting a grievance letter in writing.