

Hedberg Public Library  
B302 Leaves of Absence  
Board Policy  
Last update – November 2006

#### General Description, Length of Leaves, Granting Authority

Library employees in regular positions may be granted an unpaid leave of absence for legitimate medical, education, military, or personal purposes, at the discretion of the library director. Such leaves may be granted for a period of time from six days to three months. The Library Director may extend or renew a leave of absence, upon the advance written request of the employee.

Library employees in regular and limited term positions may be granted an unpaid emergency leave of absence for less than six workdays at the discretion of their supervisor. This leave must be for legitimate medical or personal purposes, and assumes that the employee does not have, or does not wish to use other paid leave appropriate to the situation. (The employee may, if desired, make up any lost time and pay as a result of emergency leave if accomplished within a reasonable time period and approved by his/her supervisor.)

#### Accrual of Benefits

During any period of unpaid leave, no vacation, sick leave or other benefits shall accrue to the employee, unless specifically noted below.

#### Job Security

An employee returning from a leave of absence will be placed in the same job, or one at an equivalent classification, and at the same salary level that he/she held when commencing the leave of absence. An employee who fails to return to duty at the expiration of his/her leave, or who fails to ask for and secure approval of a leave or an extension of a leave, will be terminated from employment.

#### Continuation of Insurance

The Library will continue to pay the employer's share of a full-time employee's monthly premium for group hospital, surgical, dental, and life insurance for a maximum period of 12 weeks for an unpaid leave requested under FMLA. For any leave because of illness that extends beyond 12 weeks and for all other leaves of absence, the employee may retain membership in the aforesaid Library plans for the duration of an approved leave of absence without pay. In these instances, the employee is responsible for paying the full cost of these benefits, including the portion normally paid for by the Library.

Leaves of absence will not be approved to accept employment elsewhere. An employee on a leave of absence who is found to have other employment will be terminated from Library employment.

#### Types of Leaves of Absence:

##### Family and Medical Leave, Including Maternity & Paternity Leave

Employees are eligible for Family and Medical Leave (FML) as provided for in Wisconsin Statutes 103.10, and the Federal Family and Medical Leave Act as may be renumbered, amended

or added to from time to time, except where library policy is more generous than the rights provided under these Acts.

Although Family and Medical Leave (FML) as provided for in State and Federal law is unpaid, in Wisconsin the substitution clause provides that an employee has the right to take paid leave of any other type provided by the library for unpaid Family and Medical Leave.

All library employees in regular positions are eligible regardless of the number of hours worked.

HPL has designated the Family and Medical Leave “year” as April 1 through March 31.

### Funeral Leave

Employees in regular positions may be granted up to three days of paid funeral leave for a death in the immediate family. Immediate family includes the employee's:

- |                                 |                 |
|---------------------------------|-----------------|
| ▪Spouse                         | ▪Mother-in-law  |
| ▪Children & stepchildren        | ▪Father-in-law  |
| ▪Parents & stepparents          | ▪Sister-in-law  |
| ▪Legal guardian                 | ▪Brother-in-law |
| ▪Sister                         | ▪Grandchildren  |
| ▪Brother                        | ▪Grandparents   |
| ▪Relative in the same household |                 |

Up to one day of paid funeral leave may be granted when there is a death of a relative other than listed above, including relatives of the employee’s spouse.

Up to four hours of funeral leave with pay may be granted when an employee acts as a pallbearer during regular working hours.

Part-time employees in regular positions may be granted funeral leave on a pro-rated basis.

A copy of the obituary or program will be provided to the supervisor.

If additional leave is required, it must be taken from accrued vacation, floating holidays, or as an unpaid personal leave of absence as outlined above.

### Jury Duty

Library employees are expected to fulfill their obligation whenever called to serve on a jury. When such service would interfere with the employee's normal work schedule, the library will insure that no loss of benefits or pay results. An employee will be granted a leave of absence with pay when called to jury duty.

### Court Appearances

Job related--Employees required to appear in court for job related purposes involving the Library as plaintiff or defendant, when called by the Library on the Library's behalf, shall be considered on-duty with the Library and shall receive compensation in salary and benefits equal to that associated with the employee's regular duty. Mileage and meal expenses will be reimbursable

based on the library's travel policy. Any payment received for court appearances or subpoena fees will be forwarded to the Business Office for payment to the library.

Personal - Employees who are required to appear in court for personal affairs, lawsuits unrelated to their employment with the library, e.g., divorce proceedings, custody suits, inheritance suits, bankruptcy, and traffic violations, or appear in court as a witness for non-job related purposes may use vacation or floating holiday for the time spent in court.

#### Military Duty Leave of Absence

The Library complies with federal and state law regarding the rights of employees who serve in the military service. An employee who is a member of an Armed Forces Reserve unit or the National Guard will be entitled to a maximum of two weeks of paid leave of absence in any one calendar year to participate in active duty training, emergency service, or specialized training if all legal requirements are met. Regarding pay, the employee may select one of the following options:

1. The employee may keep all of his/her military pay and forfeit library wages for the duration of the leave.
2. The employee may receive full wages from the Library for up to 10 working days, but must reimburse the Library for his or her military pay, including base pay, longevity and rank premium pay (and excluding payment for lodging and food).
3. The employee may elect to use his or her vacation time for the time spent on military leave in which case the employee could receive both military pay and library wages.

The Library complies with federal and state law regarding the rights of employees who serve in the military service. If an employee is called into active duty and meets all legal requirements, the Library will allow the needed time off to fulfill this commitment. Benefits will not accrue during such a military leave, but continued participation in the insurance group will be permitted if the employee pays the full cost of such participation. The library follows Wisconsin Statute 45.50 regarding reemployment.

#### Personal Leave of Absence

An employee may be granted an unpaid leave of absence for personal purposes. Appropriate occasions for granting personal leave would be to deal with personal emergencies requiring the employee's extended and sustained attention, or other personal matters such as court action instituted by an employee, campaigning for public office, etc. Leave for the care of a seriously ill child, parent, or spouse is covered by under Family & Medical Leave.

#### Educational Leave of Absence

An employee in a regular position may request an unpaid leave of absence for educational purposes.

#### Disability Leave of Absence

All employees who are identified as temporarily disabled by the Wisconsin Retirement System (WRS) shall be considered to be on unpaid leave during the period of time of the disability. An employee placed on permanent disability by the WRS shall be considered terminated from his position in the Library and shall receive payout of benefits, e.g., unused vacation, if applicable.