

## TIME OFF and LEAVES OF ABSENCE

### Sick Leave

Paid sick leave is provided to all employees for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury; to take care of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured; and necessary medical treatment or medically advised rest. Visits to doctors and dentists by the employee or the employee's family member (as detailed above) also are acceptable reasons for taking sick leave. Sick leave may also be used to attend a funeral or for other unanticipated emergency reasons. Please see the Bereavement and Emergency Leave Policy for more information. Sick leave may be taken in 15-minute increments. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination. Sick leave will be provided to employees upon starting employment and will accrue monthly.

#### Sick Leave Accrual and Pay

**Full-time** employees may accrue up to 12 days of sick leave each year or 1 day per completed month of employment.

**Part-time employees, who are regularly scheduled to work 20 hours** or more per week, may accrue pro-rated sick leave based on hours worked during each pay period.

<u>HOURS PER WEEK</u>	<u>ACCRUAL RATE</u>
20 – 23 hours	4 hours monthly/48 hours yearly
24 & 25 hours	5 hours monthly/60 hours yearly
28 & 30 hours	6 hours monthly/72 hours yearly

~~Part-time employees who are regularly scheduled to work 19 hours or less per week, may accrue pro-rated sick leave based on hours worked during each pay period~~

<u>HOURS PER WEEK</u>	<u>ACCRUAL RATE</u>
15 hour	1.25 hours monthly/15 hours yearly
16 hours	1.33 hours monthly/16 hours yearly
18 hours	1.5 hours monthly/18 hours yearly

Employees must be in an active pay status on the last day of the month to accrue sick leave for that month. An employee who is on an unpaid leave of absence does not earn sick leave. Full-time employees may accrue up to a total of 240 days of sick leave at one time. After that, no further sick time will accrue until some sick time is used.

### Sick Leave Advancement

Up to, but no more than five days of sick leave may be advanced to a full-time employee. All other vacation, compensatory time, and personal days must be used before any sick leave will be advanced.

### Sick Leave Pay

Sick leave will be paid at the employee's base rate at the time the leave is taken. Sick leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. **Employees will not be reimbursed for unused sick leave upon separation of employment**, though they may receive service credit for IMRF purposes.

### Notice of Absence

As detailed in the Attendance Policy, employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee should notify their supervisor as soon as possible and at least one (1) hour prior to the employee's start time.

### Proof of Need for Absence

When an employee is absent on sick leave, the Library may require a note from a health care practitioner certifying that the employee or their family member was unable to work due to medical-related reasons and, when applicable, a note that the employee is fit to return to duty. (Please see the Attendance Policy for more information). Failure to provide appropriate documentation may result in the time off being unpaid and/or considered an unexcused absence. Sick leave may be granted, at the discretion of the Director, for the care of others (child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured) or other reasons.

## **Vacation**

All full-time staff and part-time staff who are regularly scheduled to work at least 20 hours per week are eligible for paid vacation time. Part-time employees (who are regularly scheduled to work at least 20 hours per week) shall receive a pro-rated amount of vacation based on hours worked.

Eligibility for paid vacation is as follows:

*Full-time professional librarians (staff with a master's degree in library science) and full-time employees classified in Grade X or above:*

<u>YEARS OF SERVICE</u>	<u>ACCRUAL RATE</u>	<u>MAXIMUM ACCRUAL CARRY OVER AT ANY TIME</u>
0+ Years	1.67 Days/Month	150 hours/20 Days

*All other full-time employees:*

<u>YEARS OF SERVICE</u>	<u>ACCRUAL RATE</u>	<u>MAXIMUM ACCRUAL CARRY OVER AT ANY TIME</u>
0 months - 4 Years	.833 Days/Month	75 Hours/10 Days
5 years - 12 Years	1.25 Days/Month	112.5 Hours/15 Days
13+ Years	1.67 Days/Month	150 Hours/20 Days

*Part time employees scheduled to work 20 hours or more per week:*

<u>HOURS PER WEEK</u>	<u>ACCRUAL RATE</u>	<u>MAXIMUM ACCRUAL CARRY OVER AT ANY TIME</u>
20 – 23 Hours	4 Hours/Month	48 Hours
24 & 25 Hours	5 Hours/Month	60 Hours
28 & 30 Hours	6 Hours/Month	72 Hours

### Vacation Use & Scheduling

Employees may take vacation time after completion of the Introductory Period. Exceptions will be considered on a case-by-case basis. Employees should submit vacation requests to their supervisor as early as possible.

An employee's vacation schedule will reflect, as nearly as possible, their personal preference for vacation. However, no request for a vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of several employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. However, rotating major holidays will also be taken in consideration.

## Vacation Pay & Payout

Vacation days will be paid at the employee's base rate at the time the leave is taken. Vacation days are not included in overtime calculations. Pay for vacation does not include any special forms of compensation such as incentives, commissions, or bonuses.

Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last month of work, but not yet taken.

## **Holidays**

The Library typically observes the following paid holidays and is closed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

If a scheduled holiday falls on a Sunday, the Library will be closed on Sunday and the following Monday.

Employees seeking to observe a religious holiday, which the Library does not observe, may seek to use vacation, personal, or compensatory time or take a day off without pay. Employees should request this time off at least 10 days in advance.

The following conditions apply to the Library's holiday pay policy:

Full and part-time employees will be paid for their **scheduled** hours of work at their regular rate of pay for observed holidays.

For full-time employees, if a holiday falls on an employee's regular day off, the employee's supervisor will work with the employee to coordinate a paid day off for the non-exempt employee during the same work week. Exempt employees may take a paid day off during the same pay period.

Holidays will not be paid to employees on any type of unpaid leave.

Holidays falling within an approved scheduled vacation will be recorded as holiday pay and a vacation day will not be used for that particular day.

## Personal Business Days

The Library recognizes that occasionally it may be necessary for an employee to miss work because of personal business reasons.

Full-time salaried employees are granted 4 paid personal business days on January 1<sup>st</sup> of each year. In the first year of employment, employees shall receive one personal business day for each quarter in which they are employed. That means, an employee who begins employment from January to March will receive 4 days, an employee who begins employment from April to June will receive 3 days, an employee who begins employment from July to September will receive 2 days and an employment from October to December will receive 1 day. New employees will receive their full allotment of paid personal days upon beginning employment.

Personal business days should be scheduled in advance and shall be taken only with the prior approval of your supervisor. All personal business days must be used during the calendar year in which they were granted or forfeited. An employee who leaves employment with the Library shall be paid for remaining personal business days.

## Paid Time Off (PTO)

Under the Paid Leave for All Act, part-time employees who are regularly scheduled to work 19 hours or less per week, accrue pro-rated Paid Time Off Leave (PTO) at the rate of one hour for every 40 hours worked. PTO may be taken for any reason.

<u>HOURS PER WEEK</u>	<u>ACCRUAL RATE</u>	<u>Maximum Accrual Carryover At Any Time</u>
15 hours	1.625 hours monthly/19.5 hours yearly	19.5 Hours
16 hours	1.73 hours monthly/20.8 hours yearly	20.8 Hours
18 hours	1.95 hours monthly/23.4 hours yearly	23.4 Hours

## PTO Pay & Payout

PTO days will be paid at the employee's base rate at the time the leave is taken. PTO days are not included in overtime calculations. Pay for PTO does not include any special forms of compensation such as incentives, commissions, or bonuses.

Upon termination of employment, employees will be paid for PTO benefits that have been earned through the last month of work, but not yet taken.

### **PTO Use and Scheduling**

As detailed in the Attendance Policy, employees who know in advance that they will be absent must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee should notify their supervisor as soon as possible and at least one (1) hour prior to the employee's start time.

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