

## TIME OFF

### 8.6.1. Sick Leave

Paid Sick leave shall be taken in hours and partial hour increments no less than 15 minutes.

Sick leave for all full-time employees shall be earned at the rate of one work day for each completed month the employee is on the active payroll and may be cumulated to a maximum of two hundred and forty (240) work days.

Part-time employees who are regularly scheduled to work at least twenty (20) hours per week shall receive the same allowance pro-rated according to the number of days worked per week, i.e. 1/5 of the above rate for each day worked per week.

Up to but no more than five days of sick leave shall be advanced to an employee with time off benefits, on request, for illness. All other vacation, compensatory time and personal days must be used before any sick leave will be advanced.

Sick leave may be used for illness, birth of a child, disability, including pre- and post-partum disability, or for health maintenance and dental work that cannot reasonably be accomplished during off-duty hours. It shall also be allowed for the illness of a member of the employee's immediate family if the employee's presence is required to care for the family member in accordance with the Family and Medical Leave Act. For use of Sick Leave, "immediate family" shall include the employee's spouse, siblings, parents, children, parents-in-law and any member of the employee's household or where the employee is a legal guardian but not a blood relation of a family member. Sick leave may be granted for other reasons, or for the care of others not mentioned above, at the discretion of the Director.

Accumulated sick leave may also be used to attend a funeral or to take care of an unforeseen emergency that cannot be handled outside of the employee's regular work schedule as outlined in Section 8.6.3.

To receive compensation while absent on sick leave, the employee shall notify the immediate supervisor, the Department Head, or the HR Manager if the Department Head is unavailable, prior to or within one hour after the time set for the beginning of daily duties. Department Heads shall have the right to verify the reported sickness, emergency or bereavement of an employee or family member and may require documentation such as a doctor's certificate for absence due to sickness that lasts longer than three days. The doctor's certificate must state the nature of the sickness or injury and whether the employee has been incapacitated for work for said period of absence.

Claiming sick leave under false pretenses shall be cause for dismissal.

Time Off

Page 2

### **8.6.2. Disability Leave**

Employees covered by IMRF are eligible to receive either temporary or permanent disability benefits should they become partially or permanently disabled.

### **8.6.3. Bereavement/Emergency Leave**

Two types of leave shall be granted to **salaried** employees with accumulated sick leave benefits.

Bereavement Leave - Absence with pay may be granted to attend funeral services of an immediate family member or persons living in the household. One day of sick leave may be used for the day of the funeral. Depending on funeral arrangements and travel time needed, up to five more days may be taken and charged to accumulated sick leave. For the purposes of Bereavement Leave, immediate family includes the employee's spouse, children, parents, siblings, grandparents, grandchildren, in-laws, nieces, nephews, and any member of the employee's household, and legal guardians. Bereavement leave may also be granted to attend services for people not mentioned above at the discretion of the Director, HR Manager, or Department Head.

NOTE: Time off with pay shall be granted to attend the funeral services of persons connected with the Library if minimal staffing can be maintained. This will not be charged to accumulated sick leave.

Emergency Leave - Emergency Leave of up to two days will be granted upon approval of the Director or the Assistant Director of the Library. Emergency days are intended to provide for an unforeseen emergency that cannot be handled outside of the employee's regular work schedule and will be charged to the employee's accumulated sick leave.

Arrangements for leave should be made through the appropriate Department Head pending approval of the Library Director.

### **8.6.4. Jury Duty**

Staff summoned for jury duty shall inform their supervisor immediately so that arrangements may be made to cover their absence from work. The Library encourages employees to carry out their responsibilities as citizens in this regard.

When on jury duty, employees are expected to report back to work on any day in which they are excused early enough to do so or on any day they are not required to report for jury duty service.

## Time Off

## Page 3

Full-time and part-time employees summoned for jury duty who are scheduled to work shall continue to receive their regular pay and shall be permitted to retain the allowance received from the court for this service if the service lasts only one day. If jury duty extends beyond one day, all of the allowance received from the court less court approved expenses shall be turned in to the Library. Time spent on jury duty will not be used to calculate overtime pay.

To qualify for jury leave, an employee must submit a copy of the summons to serve as soon as it is received. In addition, proof of service shall be submitted to their supervisor when jury duty is completed.

All employees shall be allowed unpaid time off if summoned to appear in court as a witness. Employees appearing in court as witnesses for the Library shall be paid at their regular rate of pay.

**8.6.5. Military Leave**

Employees shall be granted leaves of absence for military training and/or military service in accordance with state and federal laws.

**8.6.6. Vacation**

All full-time staff and all part-time staff who are regularly scheduled to work at least twenty (20) hours per week are eligible for vacation leave with pay. Vacation benefits must be earned before they can be taken. No vacation shall be taken during the initial 6 month Introductory Period without the approval of the Department Head. An employee who leaves the Library shall be paid for accumulated vacation time.

An employee may accrue no more than ~~4.5~~ **1.0** times his/her annual vacation leave.

Vacation leave should be scheduled in advance and shall be taken only with the prior approval of the staff member's supervisor or the head of the department.

Vacation shall be earned at the following rates:

**Full-time professional librarians** (staff with a master's degree in library science) **and full-time employees in Grade X and above** shall earn 20 days of vacation annually accrued at 12.5 hours per month.

**Other full-time staff members** shall earn vacation leave according to the following schedule:

Date of employment to completion of four years of service 10 days  
accrued at 6.25 hours/mo.

## Time Off

## Page 4

Fifth year of service through completion of 12 years of service 15 days accrued at 9.375 hours/mo.

Starting in 13th year of service 20 days accrued at 12.5 hours/mo.

**Part-time employees who are regularly scheduled to work at least twenty (20) hours per week** shall accrue vacation benefits prorated according to the number of hours worked per week, i.e. 1/5 of their hours worked per week.

**Part-Time Staff Members who are not regularly scheduled to work at least twenty (20) hours per week:** Paid vacation leave is not available to part-time staff members who are not regularly scheduled to work at least twenty (20) hours per week. See section 8.6.11 for Leave of Absence Without Pay.

### 8.6.7. Holidays

Compensation for holidays:

- a. Full-time staff members and part-time staff members who are regularly scheduled to work at least twenty (20) hours per week will be paid for the holidays observed by the Library: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.

When a holiday occurs on Sunday, the Library will be closed on both Sunday and the following Monday.

When a holiday falls on a staff member's normally scheduled day off, the staff member should schedule another day off during the same week with the approval of the supervisor.

Employees will receive credit for paid holidays that occur while they are on vacation.

- b. Part-time employees who work twenty hours or more shall be paid for the equivalent number of hours which they normally would have worked on the holidays observed by the Library. **If they are not scheduled to work on the observed holiday, they will receive the equivalent number of time-off hours they normally accrue per month (e.g. 4, 5 or 6 hours).**

## Time Off

## Page 5

- c. Part-time employees who are not regularly scheduled to work at least twenty (20) hours per week are not eligible for pay on holidays when the Library is closed.

Employees seeking time off for holidays not observed by Library closings should schedule this with their supervisor. No pay is provided for holidays when the Library is open, but eligible employees may apply personal business days, vacation, or compensatory time toward these holidays.

**8.6.8. Personal Business Days**

Salaried staff shall be granted time off for personal business days with pay as outlined below:

- a. Full time salaried staff shall receive four (7.5 hour) personal business days. Note: In the first year of employment, these employees shall receive one personal business day for each quarter in which they are employed, e.g. 4 days if employment begins between January 1 and March 31, or 1 day if employment begins October 1 or later.
- b. Part-time employees are not eligible for personal business days.

Personal business days shall be taken in hours and partial hour increments and shall be used during the calendar year or forfeited. An employee who leaves the Library shall be paid for remaining personal business days.

Personal business days should be scheduled in advance and shall be taken only with the prior approval of the staff member's supervisor or the head of the department.

**8.6.9. Family and Medical Leave**

In accordance with the Family and Medical Leave Act of 1993, Elmhurst Public Library grants leave without pay to eligible employees for up to the maximum leave of either 12 or 26 weeks in a 12-month period, depending on the reason for leave. This FMLA leave is a period of time eligible employees can be absent from work for a qualifying reason with job protection. The time off is not paid, unless the employee has personal, vacation, sick or worker's compensation leave that runs concurrently with FMLA leave. See 8.20 Personnel Appendix I for rules and procedures.

**8.6.9a. Medical Leave for Non-Eligible FMLA Employees**

The Library may grant employees not eligible for FMLA, a leave of absence without pay from work for any of the following qualifying reasons:

- 1) for incapacity due to pregnancy, prenatal medical care or child birth;

## Time Off

## Page 6

- 2) to care for the employee's child after birth, or placement for adoption or foster care;
- 3) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- 4) for a serious health condition that makes the employee unable to perform the employee's job;
- 5) for a qualifying exigency arising out of the fact that a spouse, son or daughter, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves, or a member of the regular Armed Forces called out of retirement;
- 6) to care for a spouse, son or daughter, parent or next of kin who is a covered service member with a serious injury or illness, incurred during active military duty.

The maximum amount of time the Library may allow is **12** ~~6~~-weeks in a 12 month period. To be eligible for such a leave, an employee must have been employed by the Library for at least 12 months. Eligibility is determined as of the date the leave commences, not when the leave is requested.

The Library will require medical certification to support a claim for leave for an employee's health condition within 7 days of a request for a leave. The certification must include a statement that the employee is unable to perform the functions of his or her position, the date on which the health care condition began and the probable duration of the absence. If the need for the leave is foreseeable, such as a planned medical treatment, at least 30 days prior written notice must be given by the employee. If the need is unexpected, employees are required to provide as much notice as possible.

This medical leave is generally unpaid leave. However, employees who have accumulated sick or vacation time must use any available sick, and vacation time during this period. During the paid portion of the leave, the employee with benefits will continue to accrue benefits.

Upon the employee's return to work following a leave due to the employee's medical condition, an employee must provide a written statement from his or her physician certifying that the employee is capable of performing his or her duties.

Time Off

Page 7

#### **8.6.10. Victim's Economic Security and Safety Act (VESSA) Leave**

The Library will provide an employee leave under the Victim's Economic Security and Safety Act (VESSA) consistent with the requirements of that law.

#### **8.6.11. Leave of Absence Without Pay**

1. Part-time employees who do not qualify for FMLA leave may be granted reasonable unpaid time off, comparable to that earned by full-time employees in their job classification, for vacation or illness in a single year with the approval of the supervisor. Leave is to be arranged in advance if possible.
2. The decision on whether to grant leave shall be based on operational requirements of the department, availability of substitute employees, and the work and attendance record of the individual.
3. Accumulation of seniority shall be suspended for the entire leave period if the individual absence extends for 4 weeks or more. The employee's anniversary date shall be adjusted accordingly.

#### **8.6.12. School Visitation Leave**

The Library will provide an employee leave under the Illinois School Visitation Rights Act (820ILCS 147/1-49) consistent with the requirements of that law.

#### **8.6.13. Civil or Criminal Action Leave**

An employee who is unable to report for work because of arrest and incarceration shall be placed on leave of absence without pay. If the employee is freed on bail, resumption of active employment pending disposition of the charges will be decided after consultation between the employee's Department Head and the Library Director.

#### **8.6.14. Blood Donation Leave**

The Library will provide an employee leave pursuant to the requirements of the Illinois Employee Blood Donation Leave Act, 820 ILCS149/1 *et seq.*

### **8.4.3. Performance Appraisals**

#### **8.4.3.1. General**

All Library staff receive regular performance evaluations. An evaluation provides both the supervisor and the employee with a formal opportunity to review the individual's job performance and the contribution made to the library. If the employee is performing at or above required levels, the evaluation process provides reinforcement and reassurance and justifies a merit increase in salary. If the employee is performing below required levels, the process allows the supervisor to review problems and determine what the employee needs to do to correct them. The supervisor should remember that the evaluation is a two-way process, and should invite the employee to respond to suggestions for improvement, training needs, relations with the supervisor and any other issues pertinent to the job and to the Library.

#### **8.4.3.2 Merit Pay Increases**

Each year the Library Board establishes the budget for merit increases, and Administrative Staff determines the percentage increase for each performance review category. Individual pay increases are based on merit and position on the salary schedule.

#### **8.4.3.3 Evaluation Schedule**

Staff members are eligible for a merit salary increase **annually on April 1<sup>st</sup>.** ~~the anniversary of their appointment to their current position.~~ **Supervisors should conduct all performance evaluations between January 15 and March 15 of each year.**

#### **8.4.3.4 Types of Evaluation**

**INTRODUCTORY EVALUATION:** The first six months of employment is an introductory period during which an employee can be terminated by the supervisor at any time. During this time, the supervisor should closely observe the employee, review progress and call any problems to the individual's attention.

**ANNUAL EVALUATION:** ~~On the anniversary of the individual's starting date in the current position,~~ **to be completed by April 1<sup>st</sup>,** the supervisor reviews the individual's performance during the past year and the goals and objectives the individual should pursue in the coming year. The individual may be eligible for a merit increase at this time.



## Performance Appraisals

## Page 2

**SPECIAL EVALUATION:** A special review may be scheduled for employees who have satisfactorily completed the introductory period and assumed additional responsibilities that are long term but fall short of making them

eligible for promotion. The review of their exceptional performance may provide documentation for a merit increase.

A special evaluation may also be scheduled for an employee who has satisfactorily completed the introductory period but whose supervisor believes that the employee's performance has deteriorated to a point that it is necessary to review the deficiencies formally and inform the employee of disciplinary action, or possible termination, if improvement is not made within a specified period of time. Examples of poor or unsatisfactory performance are:

- . Insubordination
- . Inability to learn duties
- . Incompetence
- . Poor public or staff relations
- . Failure to perform duties in a satisfactory manner
- . Chronic absenteeism or unexcused tardiness
- . Discourtesy
- . Criminal action
- . Willful violation of Board policy or Library procedures

Types of unsatisfactory performance listed above are examples and are not meant to be an all inclusive list.

#### **8.4.3.5. Preparation by the Supervisor**

The supervisor should first review the employee's job description to determine if it still accurately reflects the work the employee is expected to perform.

If there has been significant change, and the job has become substantially different from the work of other employees with similar job descriptions, this should be discussed with the Director. If the job has not changed, the supervisor should assess whether the employee is performing satisfactorily the duties identified in the job description. Care should be taken in identifying where improvements are needed. Examples should be used to illustrate problems. The supervisor should **complete the** ~~write a narrative~~ evaluation using the following criteria.

Performance Appraisals  
Page 3

### **8.4.3.6 Performance Review Categories**

#### Exceptional

Reserved for employees who, in addition to meeting all of the criteria for performance evaluated as Exceeds Expectations, demonstrate unusual creativity and accomplishment in response to a new challenge in a given year.

#### Exceeds Expectations

Given to employees who consistently perform above requirements, demonstrating a thorough knowledge of all aspects of the job, and who regularly show initiative in job performance.

#### Meets All Expectations

Given to employees who perform all duties as required, demonstrating thorough knowledge of all aspects of the job and who show initiative on occasion.

#### Meets Minimum Requirements

Given to employees who have a technical mastery of all aspects of the job but do not exhibit initiative. May also be given to new employees who have not yet mastered all aspects of the job but are making adequate progress.

#### Needs Improvement

Given to employees barely meeting performance requirements and who

- a) demonstrate unfamiliarity or lack of skill with some aspect of the job and required duties after repeated training or .
- b) do not exhibit satisfactory internal or external customer service behavior.

No salary increase is allowed, and employees in this category will be placed on a remedial period.

#### Unsatisfactory

Describes unacceptable performance. Employment will be terminated.

### **8.4.3.7 Administrative Review of Performance Evaluations**

The supervisor reviews the written evaluation along with recommendations for salary increases or a remedial period with the appropriate Department Head and then with the Director. With the approval of the Director, the supervisor gives the employee a copy of the written evaluation and schedules a time to discuss the evaluation with the employee.

## Performance Appraisals

Page 4

**8.4.3.8 Performance Interview**

The supervisor should arrange the discussion with the employee in private where both employee and supervisor can feel comfortable and the discussion will not be interrupted.

The following elements should be included in the interview:

- Duties of the employee

- Examples of good work or of problems

- Reason the specific rating was given

- Accomplishments during the past year and goals for the coming year

- Commendations, if appropriate

- Additional training which may be required

- Employee response

If the employee adds comments to the evaluation form, a copy should be given to the Library Director and included in the individual's personnel file.

A signed copy of all evaluations should be forwarded to the HR Manager for placement in the individual's personnel file. The HR Manager will complete paperwork required for payroll adjustment, if any, and forward it to the City for processing.

**8.4.3.9 Appeal**

If an employee requests an appeal, it will be arranged by the Library Director. Both the supervisor and the employee will be granted an opportunity to state their positions. The decision of the Library Director shall be binding on all parties involved.

**8.4.3.10 Delays in Evaluation**

Supervisors are expected to complete performance evaluations in a timely manner. An employee who does not receive an evaluation within a month of his/her anniversary date should notify the Library Director. Any merit increase due the employee will be paid retroactively from the anniversary date.

**8.4.3.11 Confidentiality**

The evaluation forms are confidential documents and will be filed with the employee's personnel records. Only the employee, his/her immediate supervisor, unit supervisor, the Department Head, HR Manager, and the Library Director may have access to these documents, and the information contained in them will not be discussed or revealed to anyone except as may be required by Court Order or applicable law.