



Taber Public Library Policy Manual

Personnel Policy: Leave Entitlements

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

Upon completion of probation period or as otherwise stated below, the following guidelines shall be met when considering leave entitlements.

GUIDELINES:

1. Bereavement Leave – Employees may have Bereavement Leave with pay of up to five (5) working days in the event of a death in the immediate family of the employee or the employee’s spouse. Additional travel may be extended at the discretion of the Library Manager.

Immediate family means parents, brothers, sisters, children and spouses, or others at the discretion of the Library Manager.
2. Compassionate Leave – Leave with pay up to a maximum of two (2) full working days per year may be granted to library employees where illness or accident occurs in the immediate family.
3. Sick Leave – Employees shall have 1 paid sick day per month, to accumulate to a maximum of 12 days per year. Sick leave accumulates from the time of hire but will not be able to be taken until the three month evaluation has taken place. Unused sick time upon termination is forfeited. Sick leave covers illnesses as well as medical/dental appointments. An employee absent due to illness more than three (3) consecutive days may be required to present a medical certificate.
4. Personal Day – All employees are entitled to two (2) paid personal days per year based on the employee’s FTE and shall be taken at the discretion of the Library Manager.
5. Special Leave – a special leave of absence with or without pay, may be granted at the discretion of the Board.
6. Maternity/Paternity Leave – An employee who has completed one (1) year’s continuous service may apply for leave of absence without pay for reasons of pregnancy for a period of fifty-two (52) weeks. Birth mothers can take up to fifty-two (52) weeks of unpaid, job-protected leave from employment, made up of fifteen (15) weeks maternity leave and thirty-seven (37) weeks of parental leave. Fathers and/or adoptive parents are eligible for up to 37 consecutive weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave regardless of the age of the child.

Employees must give the Library at least six (6) weeks written notice to start maternity or parental leave. Employees must provide at least four (4) weeks written notice to return to or change the date they will be returning to work. This notice must be provided at least four (4) weeks before the end of the leave to which employees are entitled. If an employee fails to provide the required notice or fails to work the day after the leave ends, the Library does not have to reinstate the employee unless the failure to notify the library is due to unforeseen or unpreventable circumstances.
7. Jury Duty – Employees subpoenaed to serve as jurors or witnesses in any court shall be paid the difference between what they would have earned and the fee received. Taber Library may require a certificate of service from the officer of the court before payment. There shall be no loss of benefits while serving on a jury. Any compensation received by the employee (with the exception of compensation for travel and food) shall be paid to the Taber Public Library.

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GUIDELINES.....continued

- 8. The Library Manager will ensure that scheduled duties of absent employees are performed.
- 9. The Library Manager will present requests for special leave to the Board together with any comments and/or recommendations. Requests for special leave will be reviewed by the Board on a case by case basis.

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