



## **SICK LEAVE**

All full-time employees of the Rowan County Public Library (“the Library”) shall earn 0.5 day of sick leave per regular pay period. Sick leave may be taken as it is earned upon hire. Sick leave is for a personal or family member’s doctor appointment or illness; an employee’s immediate family is defined as: Spouse, child, parent, spouse’s parent, sibling, grandparent, grandchild, or person residing within the household.

Sick leave may accumulate up to 120 days and may be used in one (1)-hour increments. Unused sick leave will be used to calculate increased time of service for retirement.

## **VACATION LEAVE**

All full-time employees of the Library shall earn 0.5 day of vacation per regular pay period. Vacation may only be used following the successful completion of a six (6)-month probationary period. Vacation may accumulate up to 30 days. Vacation must be scheduled and approved in advance.

Vacation may be used in increments of 0.5 day.

## **LEAVE WITHOUT PAY**

Employees may request, in writing, up to 12 weeks of leave without benefits for the following reasons:

- Military service
- Personal reasons
- Reasons falling under the Family Medical Leave Act of 1993, including
  - birth and care of a newborn; or
  - placement of a child for adoption or foster care; or



# Leave

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- inability to work due to a serious health condition; or
- care of an immediate family member with a serious health condition.

Employees fall under the scope of the Family Medical Leave Act of 1993 if they have worked for the Library for a minimum of one (1) year and for at least 1,250 hours over the previous 12 months.

Sick leave and personal days do not accumulate during leave without pay. The employee will not be paid for holidays which occur during this type of leave.

## **PERSONAL LEAVE**

All full-time and/or salaried employees of the Library will be granted three (3) days of personal leave per fiscal year. Personal leave cannot be accumulated.

## **CALAMITY DAYS**

Employees who are unable to report to work when the Library is open must use vacation leave or other paid time off, where applicable, to be paid for the hours missed. Full-time staff without sufficient leave time and all part-time staff will be expected to make up any time missed within two (2) weeks of the missed day.

## **BEREAVEMENT LEAVE**

All full-time employees of the Library will be granted three (3) days of leave with pay for the funeral of immediate family members, as defined above.