

Warren-Newport Public Library District **Staff Manual**

603 Personal Leave

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The Warren-Newport Public Library District (WNPLD) provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request personal leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor. The Executive Director must authorize any request for personal leave.

Personal leave may be granted for a period of up to 90 calendar days every 5 years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days. Employees will be required to first use any accrued vacation leave before taking personal leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, WNPLD will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Prior to departing for unpaid personal leave, the employee will be expected to remit payment for the employee's portion of the health insurance premium in an amount equivalent to the expected period of absence.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position if it is available, or to a similar available position for which the employee is qualified. However, the WNPLD cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, WNPLD will assume the employee has resigned.