

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-4113 LEAVE FOR PERSONAL ILLNESS OR INJURY

Administrative Services will provide each employee a written statement annually in January showing the total number of days accumulated sick bank credited to the employee. A copy of this statement will be filed in the employee's personnel folder.

During the leave for illness or injury, the health insurance will be paid by the Hammond Public Library for the first twelve (12) weeks at the same amount that was paid for the employee prior to the leave.

The employee shall notify the Director in writing of the intent to take leave except in case of emergency and may be asked by the Director for a doctor's statement establishing the need for such a leave.

The Illness or Injury Leave may be granted for a period of up to one (1) year without pay or increment.

The employee will use earned time and sick time before taking an unpaid leave of absence unless the employee elects not to use earned time.

All requests for leave beyond earned time and accumulated sick leave and earned vacation shall be made in writing to the Director in time for consideration by the Board of Trustees at a regular meeting. The Director shall submit a recommendation to the Board of Trustees.

All benefits to which the employee was entitled at the time the leave of absence commenced, including unused sick leave or vacation time, will be restored upon return to work. A doctor's return to work statement must be submitted to the Director.

An employee who returns to work at the conclusion of an approved leave of absence will be restored to her former position or to a comparable position at the same rate of pay unless it is mutually agreed that changed circumstances makes such a return impossible. Such an employee will retain credit for prior accrued retirement benefits and accumulated seniority.