

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4113.1 FAMILY LEAVE

The employee shall notify the Director in writing of the intent to take leave and, except in case of emergency, shall give such notice as least thirty (30) days prior to the date on which the leave is to begin.

Family leave may be granted for a period of up to one (1) year without pay or increment.

The employee may elect to use the accumulated leave days or earned vacation days rather than take family leave.

All requests for leave beyond current 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.

Policy adopted February 22, 1979  
Policy revised January 14, 1983  
Policy revised September 25, 1986  
Policy revised October 17, 1991  
Proposed revision September 9, 1993