

# Sick Leave and Personal Time

## **1. Sick Leave and Reporting to Work When Sick**

- 1.1. Any employee who is not well, and considered contagious, must not report to work.
- 1.2. Any employee who is not fit or able to perform their job duties, must not report to work.
- 1.3. Unless the employee has accrued paid personal time off, this absence will be without pay.

## **2. Paid Personal Time Off**

- 2.1. The Library Director will accrue paid personal time off at a rate of 0.02 hours per hour worked. No more than 16 hours of personal time may be carried over from the previous calendar year. Unused personal time greater than the 16 hour carry-over will be paid out to the employee in the final pay period of each year. It is the Directors responsibility to assure coverage from other staff when an employee is absent.
- 2.2. Other part-time employees, temporary employees, or seasonal employees are not entitled to earn any personal time off.

## **3. Birthday Benefit**

- 3.1. All permanent part time and full time employees with over 6 months of employment will be paid 6 hours in the pay period that includes their birthday. The employee may then take any day (off without pay) as their "birthday" within the month of their birthday, and suffer no net loss of income.