

AMERICAN LIBRA

AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL

Page Number

Page 1 of

C. LEAVE POLICY

Revised

Regulations governing Leave

Employees are required to work consecutive days of consecutive work days. Employees are not to be absent from work for consecutive days of consecutive work days.

Employees are required to work a minimum of 100 hours per year. Employees are required to work a minimum of 100 hours per year.

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Employees on paid sick leave must be approved by their supervisor. Employees on paid sick leave must be approved by their supervisor.

Employees on paid sick leave during a catastrophic event must be approved by their supervisor. Employees on paid sick leave during a catastrophic event must be approved by their supervisor.

Employees on unpaid sick leave do not receive pay.

Employees are not to be off duty for any reason. Employees are not to be off duty for any reason.

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Table Number

Page of

C. LEAVE POLICY

Revised . . .

Information

Certain non-employee benefits are accrued to personnel serving on paid sick leave of . . . or more consecutive work days occurring during the continuation of the non-employee benefit. The responsibility of the employee.

Any questions regarding current sick leave policies or the sick leave policy should be directed to . . .

