

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 804

Page 3 of 7

SEVERANCE PLAN

Reviewed and
Issued 10/01/03

IV. Supplemental Plan Benefits

Eligibility: All full-time employees employed six (6) months or more who are otherwise eligible for the basic plan, and who voluntarily acknowledge in accordance with applicable law and regulations, Job Search Benefits as set forth below as full payment, accord, and satisfaction for all claims against the company and agree to abstain from filing any suits or other actions of any kind against the Association by their signature on a properly executed Separation Agreement.

Grades G - ~~K~~

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 804

Page 4 of 7

SEVERANCE PLAN

Reviewed and
Issued 10/01/03

spouse, children or other dependants, or any of them as the Association may determine.

VII. Claims Procedure

Any employee who believes that s/he is entitled to receive a benefit under the Plan may file a claim in writing with the Association. An employee's claim should be directed to the attention of the Human Resources Director. The Association shall within ninety days after the receipt of the claim either allow or deny the claim in writing. A denial of the claim shall be written in a manner calculated to be understood by the claimant and shall include:

- The specific reason or reasons for the denial,
- Specific reference to pertinent Plan provisions on which the denial is based;
- A description of any additional material or information necessary for the claimant to perfect the claim and an exhibit.

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 804

Page 5 of 7

SEVERANCE PLAN

Reviewed and
Issued 10/01/03

the request for review unless a greater period is agreed to by the claimant and Association. The decision on review shall be in writing and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant and with specific references to the pertinent Plan provisions on which the decision is based.

The ninety and sixty days described above may be extended at the discretion of the Association for a second ninety or sixty-day period, as the case may be, provided that written notice of the extension is furnished to the claimant prior to the termination of the initial period, indicating the special circumstances requiring such extension and the date by which a final decision is expected. Any person submitting a claim may, with the consent of the Association:

- Withdraw the claim at any time; or
- Defer the date as of which such claim shall be deemed filed for purposes of this procedure.

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 804

Page 6 of 7

SEVERANCE PLAN

Reviewed and
Issued 10/01/03

Pursuant to Article V of the Severance Plan (the “Plan”), Item Number 804 of the American Library Association Personnel Policy Manual, the American Library Association (the “Association”) hereby amends the Plan in the following manner:

- 1.

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 804

Page 7 of 7

SEVERANCE PLAN

Reviewed and
Issued 10/01/03

Grades G - K

Up to 5 years	8 weeks
6 to 14 years	16 weeks
15+ years	24 weeks

Grades A - F

Up to 1 year	2 weeks
1+ year	Plus one week for every year after first year, not to exceed 24 weeks