

SECTION IV Management & Personnel Policies

Leave Policies

- A. **SICK LEAVE:** Sick leave is a fringe benefit to be used for employee or immediate family member* illness, bodily injury or medical appointment that cannot be otherwise scheduled. Sick leave cannot be taken until earned. After completion of a probationary period staff members shall accrue sick leave according to the following table:

DESIGNATION	REQUIRED HOURS	ACCRUAL RATE	ACCRUAL MAX
Full Time		8 HRS/Month	520 HRS (effective 6/1/12)
Part Time	Minimum 30 HRS/WK	3.5 HRS/Month	72 HRS Maximum
Part Time	Minimum 20 HRS/WK	2.0 HRS/Month	40 HRS Maximum

* “Immediate family” is defined as spouse, domestic partner, parent, or child.

1. The library will pay one-third (1/3) of the accumulated sick leave on the books upon retirement. Retirement must be approved by the Board of Trustees and qualifications established by the New Hampshire state benefit provider (currently the NH Retirement System).
2. If an employee terminates service and is not eligible for retirement or is discharged by the library, accumulated sick leave will not be compensated.
3. An employee may utilize his/her sick leave allowance, upon notification of the department head/supervisor.
4. Employees receiving occupational injuries or illness in the line of duty shall receive medical care and compensation as provided by worker’s compensation. All claims must be reported to department head/supervisor and the office of the selectmen immediately, but in any case, no later than forty-eight (48) hours. The selectmen’s office shall submit an “Employer’s First Report of Injury or Occupational Disease” to the Department of Labor.
5. Occupational injury/illness is not treated as sick time. At no time does an employee receive both sick pay and disability pay, although sick leave may assist in providing the employee in making up the difference between the funds provided by worker’s compensation, short or long term disability, and the amount provided in their regular net weekly wage.

6. If an employee is absent due to illness/injury the library can request documentation from a physician regarding the ability to resume normal duties. If the employee refuses to provide such certification, his/her employment may be terminated.
7. It is required that the employee must contact the department head prior to the normal start time to explain the reason(s) for the absence. This may be waived if the employee states a just cause why he/she was unable to contact the supervisor.
8. The Board of Trustees may have an independent physician examine, at library expense, an employee who, in the Library Director's opinion, may not be entitled to sick leave.

Approved by Board of Trustees, 06/16/2015