

## SECTION IV Management &amp; Personnel Policies

Leave Policies

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D. PERSONAL LEAVE: Full time and part time staff members may request a leave of absence with pay for important personal reasons. Requests for personal leave should be submitted in writing to the Library Director. The request should explain the reason for the leave and the period of such leave. All personal leave must be approved by the Board of Trustees.

1. Personal leave is granted at the Library's discretion and, as a general rule, a leave of absence in excess of 12 weeks will not be granted.
2. Leave without pay due to sickness will not be granted until all of the employee's sick leave has been exhausted.
3. The Library will make every reasonable effort to reinstate the staff member to his/her same position or similar position at the end of an authorized personal leave; however, there is no guarantee of reinstatement at the end of such leave.
4. No vacation or sick time will be accumulated during personal leave.
5. Leave of absence time will not be counted toward service.
6. Failure on the part of an employee to report promptly at the expiration of the leave of absence except for satisfactory reasons submitted in advance shall be cause for dismissal.
7. While on leave of absence, payments for all insurance coverage – medical, dental, disability – other than worker's compensation, shall be made by the employee to the Town of Henniker at least ten (10) days in advance of remittance date of such insurance, if the employee wishes to continue insurance coverage during his/her leave of absence. The employee must sign an agreement to this effect if he/she wishes to continue coverage, and must understand that coverage will be terminated if payments are not made when due.
8. In the event an employee is on an extended leave of absence – two or more months – and does not make payments to cover insurance premiums, said individual may be unable to readmitted to the insurance pool until the open enrollment period established by the insurance carrier.

*(Approved by Board of Trustees, 6/16/2015)*