

SECTION IV Management & Personnel Policies

Leave Policies

- E. EMERGENCY CLOSURE WEATHER/PUBLIC HEALTH EMERGENCY – ADEQUATE STAFFING. In order to provide the best service, the Tucker Free Library is open for scheduled service whenever possible, so long as adequate staffing is available. For the purpose of operation of the library, adequate staffing means that two employees are available to work but ideally, three should be available to provide scheduled breaks for all employees.
1. The library is, however, concerned about the safety of its patrons and employees. During extreme weather situations or community emergencies the Director or his/her designee may close the Tucker Free Library by the authority of, and time permitting, prior consultation with the Chair of the Tucker Free Library Board of Trustees. If such an event occurs, the Director or his/her designee will inform Town Administrator of the decision. The Director or his/her designee will also inform local media outlets of the closing, change to message on the library answering machine, and post the closing on the library website.
 2. Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for the weather situation or community emergency.
 3. If the library remains open but staff members feel they cannot make it into work or must leave early, they may opt to use vacation time or take unpaid leave.

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