

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 3.450 – CONDITIONAL LEAVE OF ABSENCE** (adopted 1/19/99; revised 11/10/2010)

Whenever a library is closed because of weather or other unusual circumstance and the employee was normally scheduled for the day(s) closed, the employee may be granted a conditional leave of absence. If the closure is for less than a full day, employees already on leave for other purposes are not eligible for conditional leave.

Employees on a conditional leave of absence shall be paid their regular wages for all of the hours that would have been part of their usual and customary schedule.

Whenever a library will be closed for several days and the services of the employee are not required at his/her assigned library, the employee may be temporarily reassigned by the executive director or designee to one of the other libraries.

Any employee who does not report to his/her temporary reassignment shall be considered as absent without pay and subject to disciplinary action.