

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.450 – CONDITIONAL LEAVE OF ABSENCE (adopted 1/19/1999; revised 11/10/2010) (revised 2/8/17)

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.

At the discretion of the Executive Director, an employee may use paid or unpaid leave, when weather conditions are particularly adverse, in their immediate vicinity.