

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.440 – REGULAR LEAVE OF ABSENCE (adopted 1/19/99; revised 12/10/03)

Upon application by an employee, the Board of Trustees may grant a regular leave of absence without pay to any employee, full-time or part-time, for extended illness, maternity, or other unusual circumstances.

All earned sick leave and vacation leave shall have been used before a regular leave of absence can become effective.

During an approved regular leave of absence, the employee shall forfeit the accrual of sick leave, vacation leave and any amounts paid by the library board for medical insurance or other benefits. The employee may elect to continue medical insurance coverage while on approved leave by paying both the employee and board share. All amounts due shall be sent to the fiscal officer by the end of the payroll period prior to the month for which the payment is applied.