

## **Personnel Policy**

### **Addendum-Holiday's**

Library employees working 21 hours or more a week who do not work on a holiday listed above will receive "holiday Pay" computed at one time their hourly wage rate. Holiday pay is the amount a library employee would receive for working on the holiday, not an amount in addition to regular pay. The holiday pay will be figured into the library employee's average weekly hours. This is a benefit for library employees that meet the 21 hours or more standard a week.

The Saturday prior to a Monday holiday the library will be closed so that staff can spend the holiday with family. Note: (Staff would have off the Saturday and Monday both for the holiday.)

### **Addendum-Sick Leave**

If sick leave appears to be abused, the employer may require the employee to submit competent proof of the necessity for such absence. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination. Director and Assistant Director working 21 hours or more is eligible for 1 sick leave day per month up to 35 days accumulative time. This figure is a benefit to the employee and will not be subtracted from their weekly hour average figure when used.

Employee and immediate family can only use sick leave time. Which includes: Spouse, children, parents, Mother- in-law, Father-in-law, brothers, and sisters.

Reviewed/Approved 2-2013