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**Personnel Leave**

**Paid Sick Leave**

Beginning Feb. 1, 2025, All employees (full time, part time, temporary, seasonal) will accrue one (1) hour of paid sick leave for every 30 hours worked but shall not be entitled to use more than 40 hours of paid earned sick time in a year. If the employee accrues more than 40 hours in a fiscal year, the employee shall be entitled to use an additional 32 hours of unpaid earned sick time in that year. Unused sick leave hours will carry over from year to year.

An employee’s time will start to accrue on commencement of the employee’s employment, however the employee will have to wait until the 90th calendar date after commencing employment to begin using their time.

The Library will not provide financial or other reimbursement to an employee for accrued earned sick time that was not used upon the employee’s termination, resignation, retirement or other separation from employment.

Sick days are allowed to be used for the following reasons:

* Physical or mental illness, injury, or health condition of the employee or his/her family member
* Medical Appointments of the employee or his/her family member
* Medical diagnosis, care or treatment of the employee or employee’s family member
* Preventative care of the employee or his/her family member
* Closure of the employee’s workplace by order of a public official due to a public health emergency
* The care of his/her child whose school or place of care has been closed by order of a public official due to a public health emergency
* The employee’s or his/her family member’s exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
* Meetings at a child’s school or place of care related to the child’s health or disability.

Family member is defined as:

* Biological, adopted, or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis
* Biological parent, foster parent, stepparent, or adopted parent or legal guardian of an employee, or an individual who stood in loco parentis when the employee was a minor child.
* Spouse or domestic partner
* Grandparent or grandchildren
* Biological, foster, or adopted sibling
* Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Hourly employee’s compensation will be based upon their hourly rate at the time of use.

**PAID PERSONAL TIME**

1. Salaried personnel will earn 10 days of paid personal leave per year for the first 5 years of employment, unless superseded by a contract. After 5 years, salaried employees will earn an additional 5 days of paid personal time.
2. Paid personal days are allotted April 1 of every year. Paid personal leave days for new employees will be allotted as a prorated yearly amount after 3 months of employment.
3. All paid personal leave time must be used within the fiscal year (April 1-March 31). There will be no roll over of unused paid personal days.
4. Requests for paid personal leave must be put into writing and submitted to the Director at least one week prior to the requested start date. The paid leave will be approved on a first come first served basis taking into consideration the staffing needs of the library.

**OTHER LEAVE**

**A**ll employees shall be granted funeral leave with pay, upon the death of an immediate family member (parent, step-parent, spouse, parent of a spouse, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, sibling, sibling-in-law). Employees will be granted 3 days of paid leave. If the funeral is to be held off Beaver Island, employees will be granted 4 days of paid leave.

**JURY DUTY**

If an employee is called for jury duty, the employee’s regular pay shall be maintained by the Beaver Island District Library for a period of, but not to exceed five (5) scheduled working days. The employee will reimburse the library for the amount received from the Court for jury pay minus the travel reimbursement. Jury Duty beyond five (5) working days requires a leave of absence without pay.

**LIBRARY CLOSURE DUE TO WEATHER, POWER OUTAGES, OR OTHER UNEXPECTED REASONS.**

In the event that the library has an unscheduled closure for unexpected reasons, the employees scheduled to work will receive their regular amount of pay for time missed.