

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Requests for Leave

ADMIN 1-320

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 08/12/04

Revised: 02/16/12

Revised: 03/12/15

Revised: 03/15/18

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POLICY

An employee is eligible to accrue leave benefits (paid time off, funeral, citizenship and personal leave) when he or she is scheduled to work at least twenty (20) hours per week consecutively for a three (3) month period or longer and when the specific requirements of the applicable leave policy are satisfied. (See specific leave policy for more details.)

PROCEDURES

An eligible employee must submit a leave request to his or her supervisor for approval.

Leave requests require a supervisor's prior approval, with an exception for leave in the case of sudden illness.