

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 302

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REPORTING ILLNESSES AND OTHER ABSENCES

Reviewed and  
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If a staff member is unable to come to work because of illness or other good cause, the supervisor is to be notified by 8:30 a.m. Failure to notify immediate supervisor is grounds for disciplinary action.

Absences of three days or more require the employee to provide a licensed physician's return to work statement. This return to work statement must be given to the Sr. Employee Benefits Specialist in Human Resources on the employee's first day back at work.