

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 306

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SICK LEAVE POLICY

Revised 4/1/98

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Eligibility and Amount Granted

All regular full-time, regular part-time, and project employees receive 12 paid sick leave days per year. Temporary employees and special employees are not eligible for paid sick leave benefits. Regular part-time employees receive sick leave on a prorated basis.

Accrual Rate

All eligible employees accrue one day of sick leave benefits for each calendar month in which the employee works or is on paid leave of absence.

Accrual of sick leave benefits may continue to an unlimited amount.

Use of Sick Leave

Sick leave may be used under the following conditions:

For any absences that qualify as leave under the Family and Medical Leave Act ("FMLA"). (See Policy No. 306. 1)

When an employee is unable to perform your duties because of illness, surgery, or injury.

When an employee has to keep a medical, dental or optical appointment which cannot be scheduled outside of normal working hours or at lunch time.

When a member of the employee's immediate family (husband, wife, child, parent, brother, sister, parent-in-law, relative or housemate living with the employee) has a serious illness or injury and the presence of the employee is required or essential.

Any other use of sick leave is a violation of ALA policy and the employee may be subject to disciplinary action.

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Regulations Governing Sick Leave

Employees after three (3) days of consecutive illness are required to submit a physicians' statement from their licensed medical physician advising nature of the illness, before they are eligible to return to work.

Absences requiring 3-1/2 to 7 hours within a weekly period shall be counted as a full day's sick leave.

Absences requiring between 1-1/2 hours and up to 3-1/2 hours within a weekly period shall be counted as a half day's sick leave.

Absences requiring less than 1-1/2 hours within a weekly period need not normally be counted and may be granted at the discretion of the supervisor. Should such short absences recur frequently, individual arrangements can be worked out to charge them against sick leave.

Employees on paid sick leave at the time an approved salary increase becomes due, will receive the increased rate while on leave. An employee returning to work from a sick leave is required to provide a physician statement advising they are able to return to work, also having any restrictions, if any.

If an employee is on paid sick leave during which time headquarters is officially closed for one day or any part of one day due to emergency reasons, the employee's sick leave account will be charged for the full day.

Employees on an unpaid sick leave will not receive holiday pay.

An employee may not take time off without pay unless you have exhausted your paid sick leave and accrued vacation.

An employee may not borrow against future accruable sick leave time.

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Other Information

Certain income tax benefits may accrue to personnel absent on paid sick leave of 30 or more consecutive work days. Securing information on the computation of the income exclusion benefit is the responsibility of the employee.

Any questions regarding current sick leave balance or the sick leave policy should be directed to the Human Resource Department.



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FAMILY AND MEDICAL LEAVE POLICY

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Pursuant to the Family and Medical Leave Act ("FMLA"), employees who have worked for ALA for at least one year, and for 1,250 hours over the previous 12 months, shall be entitled to up to 12 weeks of unpaid, job-protected leave during any 12 month period, measured backward from the date the employee uses any FMLA leave, for any of the following reasons:

-  to care for the employee's child after birth, or placement for adoption or foster care of a child with the employee;
-  to care for the employee's spouse, child or parent, who has a serious health condition; or
-  for a serious health condition that makes the employee unable to perform the employee's job.

The employee must substitute all earned paid time off (i.e. sick leave or vacation) for the unpaid leave until the earned paid time off is exhausted. No additional benefits are earned during the leave. Insurance coverage (subject to the employee's required contribution) is maintained during the leave.

The employee must provide 30 days advance notice when the leave is foreseeable, and ALA may require status updates. The following also may be required to support a request for leave because of a serious health condition: medical certification; second or third opinions (at ALA's expense); and medical permission to return to work. Taking of leave or return to work may be denied if these requirements are not met.

Upon returning from FMLA leave, most employees shall be returned to their original or equivalent positions with equivalent pay, benefits and other employment terms. Certain key employees may not be entitled to such restoration. Such employees shall be notified by ALA of this possibility as soon as is practicable after the request for leave or the commencement of the leave.