

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 314

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VOTING TIME OFF/SCHOOL VISITATION

Reviewed and  
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The members of the ALA staff are urged to vote at all elections. Voting should be performed on the individual's own time.

Staff are allowed up to eight (8) hours of unpaid Parental Leave each year to attend school conferences or classroom activities that can't be scheduled during non-working hours. No more than four (4) hours may be taken on any given day.