

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 315

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LEAVE AFTER ANNUAL CONFERENCE/MIDWINTER
MEETING & OTHER SPECIAL MEETINGS

Reviewed 4/1/98

Annual Conference and Midwinter Meeting

ALA policy for annual conferences and midwinter meetings indicates that because the number of hours an exempt employee is on duty at an annual conference varies from 50 to more than 120 hours, two working days are allowed to regular full-time and regular part-time exempt employees for rest after a conference. These "collapse" days must be taken within two weeks after the meeting or the option will no longer be available.

For non-exempt employees, the policies concerning annual conferences and midwinter will be found in Policy No. 205, 204.

Other Special Meetings

- 1 . At the discretion of the unit managers, exempt staff members who share the responsibility for the planning and/or operation of a special meeting (board, committee, project, speaking engagement, etc.) of two or more days in length who are on duty for unusually long hours at such meetings may be allowed one working day of rest within the first two weeks after the meeting. Such time off may not be cumulated or used later.

2. Non-exempt staff members working overtime during such meetings are compensated by overtime pay. See Policy No. 204 for a statement on overtime payment for non-exempt staff.