

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.555

POLICY TITLE: EXTENDED ABSENCES

ADOPTION/REVISION: Adopted 4/21/22

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.**

**POLICY:**

In the event of an extended absence due to sickness or temporary disability stemming from such causes as heart attack, stroke, cancer, pregnancy, etc., the employee may take an unpaid medical leave of absence. All requests for medical leaves of absence shall be sent to the Library Director for review and recommendation to Library Board.

**PROCEDURE:**

The employee, when practical, shall submit in writing including a medical report, his/her request for a medical leave of absence. The Library Director will submit the request to the Library Board for review. Employees returning from a medical leave of absence must present a physician's certificate for ability to return to work. Periodic medical reports may be requested.

Reference: City of Marshfield Policy 3.555 (revised 1/1/2012)