

POLICY TITLE: Emergency Leaves

ADOPTED/LAST REVISION: Revised 8-10-99

The Library shall allow EMERGENCY LEAVES, for the amount of time specified in the following situations:

- A. Up to three (3) days at full pay for the death in the immediate family (immediate family includes spouse, child, step-child, guardian, parent, brother, sister, parent-in-law, and son or daughter-in-law).

In the event of a death in the immediate family or death of a relative of a regular full-time or regular part-time employee, the employee may request funeral leave from their immediate supervisor or the supervisor in charge. Upon such a request, employees will be granted emergency leave with pay for the purpose of arranging for and attending the funeral.

- B. Up to one (1) day at full pay for:
 - 1. Deaths of relatives (relatives include grandparents, grand-parents-in-law, grandchildren, brother-in-law, sister-in-law, uncles, aunts, nephews, and nieces).
 - 2. Weddings in the immediate family, falling on a workday (see Section A. for inclusions)
 - 3. Birth in the household, falling on a workday.
- C. No emergency leave shall be granted unless authorized by the employee's supervisor or the supervisor in charge. All the above-defined emergency leaves shall be granted at full pay, not to be counted as sick leave or holidays. Days taken as emergency leave must be noted on the employee's time card. Absences taken for any reason other than the foregoing shall be without pay.

Reference: City Policy 3.540