

POLICY TITLE: Leaves of Absence

ADOPTION/LAST REVISION: 07/09/1996, 02/08/2000, 07/08/2003, 04/21/2022, 07/17/2025

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.

Leaves of absence may be granted to employees who need to be absent from work. Approval will be based on an individual's needs and the policies and practices of the Everett Roehl Marshfield Public Library and the City of Marshfield. Employees requesting a leave of absence should provide as much notice as possible. All requests must be approved by the Library Director and reviewed by the Human Resources Department. Bereavement leave is covered under Policy 4.540.

Types of Leave:

1. Birth of Child: One (1) day at full pay for the birth of an employee's child that falls on a regular scheduled work day.
2. Adoption of Child: One (1) day at full pay for activities related to the adoption of a child that falls on a regular scheduled work day.
3. Wedding: One (1) day at full pay for employees own wedding or attendance at a wedding of an immediate family member that falls on a regular scheduled work day. Immediate family is defined as child, step-child, parents, parents in-law, grandparents, grandparents in-law, siblings and step-siblings.
4. Personal Leave: Any permanent employee may be granted an unpaid personal leave of absence by the Library Director. The leave of absence must be taken consecutively and not to exceed 4 consecutive workweeks. Any requests for an unpaid personal leave of absence that would be greater than 4 workweeks must be sent to the Library Board. If approved, the request would then be forwarded to the Human Resources office for review and recommendation to the Finance, Budget and Personnel Committee. Unpaid personal leaves of absence are limited to one instance per calendar year. Accepting employment elsewhere is not a qualified reason for unpaid personal leave under this policy and may result in termination of employment. Medical reasons would first fall under Family Medical Leave of Absence (if eligible).
5. Guard, Military Reservists or National Disaster Leave: Leave of absence shall be granted for absences because of National Guard Military Reserve, Disaster Medical Assistance Teams (DMAT), State Al Hazards Incident Management Training (1MT) or other training organized under National Disaster Medical System (NDMS). Written documentation, as proof, must be filed with the Library Director and Human Resources for the personnel file — no approval needed. It is intended that this be done without financial penalty to the regular full-time permanent employee. The City will, therefore, pay such employee for base wages lost in an amount equaling the difference between his/her National Guard, military reserve or other base pay and his/her normal City base wage, providing the City wages are greater, up to two weeks in any calendar year.

6. Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay, if ordered to active duty. Any employee who is drafted or called to active military, Guard or NDMS service shall be re-employed upon their discharge, in accordance with State and Federal laws.

Benefits During Leaves of Absence:

1. Birth/Adoption/Wedding: All benefits will continue
2. Personal Leave: All benefits, except contributions to the Wisconsin Retirement System, will continue for any leaves which are less than 4 weeks long.
3. Any approved leaves of absence that are greater than 4 weeks long, benefits will not continue. The employee can elect COBRA coverage per State and Federal Laws.
4. Military Reservists, Guard and other Military Leave: For an absence of less than 30 days, benefits will continue as if the employee has not been absent. For an absence of 31 days or more, employees who are currently enrolled in the health, dental, or vision insurance plans will be offered COBRA coverage per State and Federal Laws. The Finance Department will discuss with employee options for invoicing. If an employee chooses not to continue benefits while on leave, they must decline coverage with Human Resources prior to leaving. Upon return, the employee's benefits, if requested by the employee, would be immediately reinstated with no waiting period.
5. Reemployed service members are entitled to the seniority and all rights and benefits based on seniority they would have attained with reasonable certainty had they remained continuously employed.

Procedures:

1. Employees taking a leave of absence for the birth of a child, adoption of a child or wedding of an immediate family member, must complete the Leave of Absence request form and forward it to the Library Director for the day to be paid out to the employee. The Library Director/Business Office will forward a copy of the request to Human Resources.
2. For personal leaves of absence, employees will submit a leave of absence request form, with an explanation for the desired leave of absence to the Library Director who will approve the request and forward to Human Resources.
3. If the personal leave of absence request is greater than 4 workweeks, the Library Director will forward the request to the Library Board for consideration and if approved, then send it to Human Resources for consideration by the Finance, Budget and Personnel Committee.
4. Military Reserve, Guard or other Military Training — The employee is required to turn in a copy of his/her military pay vouchers upon return to work or as soon as possible in order to receive the difference in pay between City base wages and military base pay unless the military base pay is greater.

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY
LEAVE OF ABSENCE REQUEST

Employee Name:	
Position:	
Leave of Absence Date/s Requested:	Start Date: Tentative Return to Work Date:
Type of Leave of Absence: (circle one)	Birth of Child Adoption of Child Wedding of Immediate Family Member <hr style="width: 80%; margin-left: 0;"/> (name and relationship of immediate family member) Personal Leave of Absence ** Military Leave of Absence
** If requesting a Personal Leave, describe the reason for the Leave.	

I understand that this leave of absence, as outlined in the Leave of Absence policy, is considered unpaid unless I use earned vacation or other approved paid leave.

I am also aware that a Personal Leave of Absence is an "unprotected leave", meaning there is no guarantee of job re-instatement, The Library will attempt to place me in the same or equivalent position held prior to the leave. My reinstatement is not guaranteed and will depend on the City's needs.

Employee Signature

Date

Department/Division Head Signature

Date

Human Resources Signature

Date