

POLICY TITLE: Leave of Absence (General, Military, Educational)

ADOPTION/LAST REVISION: 7/9/1996, 2/8/2000, 7/8/2003, 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.**

#### **A. Types of Leave**

**1. General.** Any employee may be granted a leave of absence by the Library Director, without pay, not to exceed four work weeks per year. No vacation or sick leave credits will be accrued during such leave of absence. Such leave of absence will not be granted except upon written request and for reasons deemed satisfactory to the Library Director. The Library Director will inform the Library Board of such action. All request for leaves of absence greater than four workweeks shall be brought before the Personnel Committee for review and recommendation to the full Library Board.

**2. Educational Leave Without Pay.** Permanent employees interested in further professional training may, with the consent of the Library Director and the Library Board, obtain an educational leave. Such leave is without pay. A single leave may not be for more than 12 months.

**3. National Guard, Military Reserve, Qualified Reserve Officers Training Corps, National Disaster Medical System Training Leave.** Leave of absence shall be granted for absences because of National Guard, military reserve, qualified Reserve Officers Training Corps, or National Disaster Medical System training. Written documentation, as proof, must be filed with the Library Business Office and City of Marshfield Human Resources Office – no approval needed. \*It is intended that this be done without financial penalty to the regular full-time permanent employee. The Library will, therefore, pay such employee for base wages lost in an amount equaling the difference between his/her military base pay and his/her normal Library base wage, providing the Library wages are greater, not to exceed ten working days in any calendar year.

**4. 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, ROTC, or NDMS service shall be re-employed upon their discharge, in accordance with law.

The time limits for returning to work after military leave of absence depend on the duration of the orders. Service of 1 to 30 days: the beginning of the first regularly scheduled work day or 8 hours after the end of the military duty, plus reasonable commuting time from the military duty station to home. Service of 31 to 180 days: application for reinstatement must be submitted not later than 14 days after completion of military duty. Service of 181 or more days: application for reinstatement must be submitted not later than 90 days after completion of military duty.

#### **B. Benefits During Leave of Absence:**

All benefits, except contributions to the Wisconsin Retirement System, Social Security and the Workers Compensation fund, will continue to accrue for any leaves which are less than four weeks long. In any leaves of absence greater than four weeks long employees will not continue to accrue benefits while on said leave. Any employee who is currently enrolled on the health insurance plan when taking a leave of absence will be offered COBRA-like coverage up to 18 months for leaves greater than four weeks.

**National Guard, Military Reserve, Qualified Reserve Officers Training Corps, National Disaster Medical System Training Exception:** For absence of less than 30 days, benefits continue as if the employee has not been absent. For absence of 31 days or more the Library will continue paying the employers share of the health and dental premiums if the employee elects to continue coverage under the City's plan(s) while on leave. (CITY POLICY - For absence of 31 days or more, employees who are currently enrolled on the health and dental insurance plan when taking a leave of absence will be offered COBRA coverage up to 24 months.) The Finance Department will invoice the employee quarterly for these premium(s). If an employee chooses not to continue the health and/or dental insurance, the health insurance must be reinstated the day an employee is reinstated with no waiting period.

An employee will not be considered absent from the workplace if the only reason for that absence was service in a uniformed service. A returning employee must be made "whole" by being reinstated with privileges and status the employee earned by length of service (for example, after three years with a company an employee may be entitled to accrue more vacation per year.)

#### **C. Procedure:**

1. Submit a written leave of absence request with an explanation for the desired leave of absence to the Library Director. If a leave of absence is greater than four work weeks, the Library Director will forward the request to the Personnel Committee for their consideration and recommendation.

**\* National Guard, Military Reserve, Qualified Reserve Officers Training Corps, National Disaster Medical System Training** – The employee is required to turn in a copy of his/her military pay vouchers upon return to work or as soon as practicable in order to receive the difference in pay between Library base wages and military base pay unless the military base pay is greater.

2. If requested leave is granted, report days absent on approved reporting forms.

Reference: City Policy 3.545

**Everett Roehl Marshfield Public Library Leave of Absence Request**

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Leave of Absence Date/s**

**Requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for**

**Leave:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Library Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_