**3.36 Unpaid Leave**

Unpaid leave is separate from FMLA and only applies to staff who works less than 1250 hours per year. It can only be used once all vacation; sick and personal days have been used.

* Employees may not apply for unpaid leave within the first 12 (twelve) months of employment.
* Leave without pay is restricted to 45 consecutive business days.
* Employees requesting unpaid leave must do so in writing to the Library Director at least one (1) week notice before the requested leave date and must be approved by Library Director before leave is taken.
* No benefits will be accrued by the employee when unpaid leave is taken. For intermittent leave, sick time will be calculated and prorated from the actual days worked the month before and be awarded the following month.
* Upon return from approved leave, the employee will be reinstated to the employee's original job or a job of like status and pay.
* Unpaid Leave may not be requested more than once every 12 months. Calculation of 12 months will occur at time the first day taken of request.
* Intermittent leave may be taken, with original doctors notes, within a 12 month period. Calculation of 12 months will occur at time the first day taken of request.
* Must have original doctors note if taken for medical purposes.
* Must have original doctors note covering each day of intermittent leave, with full explanation of need for leave.
* Not producing original doctor’s notes for intermittent leave while off or immediately upon return to work will result in termination.
* For intermittent time off, it is the employee’s responsibility to contact the library, utilizing the correct procedures, each day that they are scheduled to work and need time off. Failure to contact the library each day will result in termination.
* The library has the right to request the employee seek a second medical opinion, at the library’s expense for any medical leave requested. Failure to comply may result in denial of leave.
* The library has the right to request any additional verification of medical condition when requesting a leave for medical reasons. Failure to comply may result in denial of leave.
* If employee does not return to work after the 45 day leave, they will be terminated.
* An employee who takes unpaid time off without prior written consent from the Director will be terminated.

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