



SICK LEAVE

Policy

The Library may grant paid sick leave for actual cases of sickness or disability at the request of the employee for the employee, or for care of immediate family, or significant other.

- A. Full time employees shall be allowed up to twelve (12) sick leave days per year at the rate of one (1) day per month prorated. Paid sick leave time accrual begins on the date of hire but may not be taken until after the expiration of the Orientation/Probation period.
- B. Part time employees working twenty (20) hours or more per week shall be allowed up to twelve (12) sick leave days, per year at a rate of one (1) day per month, based on a flat rate of regularly scheduled hours worked (see chart). The sick leave will be accrued upon the first day of the month for that month.

Hours Regularly Scheduled Per Week	Hours Received Per Month
20-23	4
23.5-25.5	5
26-29.5	6

- C. The allowance of sick leave is at the discretion of the Library Director or his/her Designee(s). Sick leave may be used only for actual sickness, physician's appointments, hospitalization or disability. The Library Director or Designee(s) may require a doctor's note or other evidence that the Employee was qualified for sick leave.
- D. An employee may use sick leave time for their own illness or injury, or to care for "immediate family," or "significant other." An "employee" is defined as an individual who is either a full time employee of the Novi Public Library or an individual scheduled for the year as a part time person who is an employee of the Library for at least twenty (20) hours or more per week.
- E. The "immediate family" shall consist of grandparents, mother, father, children, spouse, brothers, sisters, and grandchildren and in-laws, step, half or full relationships. "Significant others" shall be defined as an individual with which the employee has a meaningful relationship. This shall not be limited to the individual, but also that person's immediate family.
- F. The employee may accumulate in a sick leave bank up to a maximum of sixty-five (65) days. Employees who have more than 65 days in their sick bank as of December 31, 2009 will keep those days but may not add more days to their sick bank until they have less than 65 days in their sick bank. Unused sick days may not be cashed out, either during employment or at the termination of employment. Sick leave days that are accumulated in

the current calendar year will be used first, then the days accumulated in the sick leave bank will be used when the current year days have been exhausted.

- G. Persons who are currently employed with the Novi Public Library who begin to receive benefit time, will be given the allotted hours immediately upon the change in scheduled hours based on eligibility and benefit policies foregoing the probation period of sixty (60) days.

NPL Employee Handbook: Approved January 1, 1995; Amended October 21, 2009; Amended December 16, 2009; Amended January 6, 2010; Amended September 21, 2011, Effective January 1, 2012; Amended March 16, 2016

Signed:

A handwritten signature in black ink, reading "Craig Messerknecht". The signature is written in a cursive, flowing style.

Craig Messerknecht
President
Novi Public Library Board of Trustees