

June 13, 2020

To: Plymouth District Library Personnel Committee and Board of Trustees
From: Robyn Lowenstein, Business and Human Resource Administrator
Carol Souchock, Plymouth District Library Director

Re: General Pandemic Leave Policy

In addition to our traditional FMLA, Military and General Leave, and the new COVID-19 related leaves the Personnel Committee has been addressing, we are recommending a new leave due to the unusual circumstances of COVID-19. This pandemic leave could be requested by staff with situations related to a pandemic that are not applicable to the other leaves.

General Pandemic Leave Policy

Under certain pandemic circumstances, you may be permitted to take a leave of absence. Leave of absence, caused by a pandemic, may be granted by the Library Director at his/her sole discretion, depending upon workloads and business considerations, except as required under federal, state or local law or orders.

All requests for leave of absence, caused by a pandemic, shall be made in writing by the employee desiring the leave, within 5 days of leave request date. Verbal requests are acceptable, until the written request is received. Such requests shall set forth fully the reasons for requesting the leave and the date when such leave would commence and end. No leave of absence shall be effective until a formal request is made as stated above and approved by the Library Director, except if a leave of absence is made necessary through sudden illness or injury or military service, the Library Director may grant such leave without a signed statement from the employee. ***A leave of absence will not be granted for a period longer than fourteen (14) days.***

These leaves are without pay.

The leave of absence is an unpaid leave. However, the Library requires you to substitute unused vacation time and unused sick time for any leave of absence requested

You may not be employed by anyone other than the Library while off on a leave of absence.

Except to the extent required by state and federal law, the Library cannot guarantee the same or any specific position to an employee returning from a leave of absence. The Library also retains the right to terminate and/or replace an employee who does not return to work upon expiration of an approved leave.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE
General Pandemic Leave POLICY

AYES _____ NAYS _____