



Whitewater
PUBLIC LIBRARY

Staff Sick Leave Policy

The following staff sick leave policy is hereby authorized:

- A. All library employees shall notify the Library Director **and Assistant Director** of absence due to unexpected illness at least 1.5 hours before the beginning of the employee's shift. ~~or, if the Library Director is unavailable, employees shall notify the Assistant Director.~~ Failure to do so may result in disciplinary action.
- B. All library employees shall request sick time off for medical appointments at least 24 hours in advance of the appointment.
- C. Exceptions to these timeframes will be made ~~for emergency trips to the hospital~~ **by the Library Director or Assistant Director.**
- D. Individuals may change a requested sick day except if replacement staff has already been arranged and the work schedule has been posted.
- E. All other policies pertaining to sick leave as written in the City's Employee Manual remain in effect.
- F. This policy shall become effective upon approval by the Library Board.