

Earlham Public Library

POLICY: Special Circumstance Policy

Adopted: **March 2020**

Last Revision: **April 2023**

Next Review: **April 2026**

Inclement Weather Policy

- **Vacation:** Part-time library employees do not receive vacation. Full-time library employees will receive vacation in accordance with the Personnel Policy Manual for the City of Earlham.
- **Leave of Absence:** A library employee desiring a leave of absence from employment shall secure written permission from the Library Director. The Library Board must approve a leave of absence by the director. All leaves of absence shall be without pay, unless they are by a Full-time employee using accrued PTO or Holiday Pay.
- **Injury While on Duty:** All employees are covered by Workers' Compensation Insurance for job-related illness or injury. Reporting illness or injury immediately to supervisor and City Clerk is critical for payment qualification. A physician's statement will be required prior to resuming work.
- **Widespread Pandemic:** All employees will be paid for their normally scheduled hours in the event that they are unable to come to work due to social distancing (doctor's note or previous knowledge of compromised immune system by director required) or if the library closes due to a pandemic. The pay will be equivalent to the employees normally scheduled hours and in the event that the library would be closed, employees and director may still come in to work on projects, but hours may not exceed a "typical" work week.
- **Inclement Weather:** The library will follow the school's lead for inclement weather. When the school has a late start, the library will open at noon and when the school closes for a full day, the library will as well. If the school lets out early, it will be up to the director's discretion whether or not to close early. The director may adapt this due to other unforeseeable circumstances and staff abilities.