

PERSONAL LEAVE

Reviewed and approved 10/24/2023

Zion-Benton Public Library recognizes the importance of employees having the opportunity to have time to attend to family and non-work matters during regularly scheduled work hours.

All full-time employees are granted 40 hours of personal leave each anniversary year, credited on the first day of the month following the employee's hire date, and, in subsequent years, the first day of the month following the employee's anniversary date. Personal leave, on a pro-rated basis, is also granted to all part-time employees. To comply with Illinois State Law initial accrual adjustments will be made in January 2024.

The use of Personal Leave must be communicated to the employee's supervisor as soon as possible, and cannot be used to substitute for a previously denied vacation request.

At the end of the anniversary year, all unused personal leave will be forfeited. The full amount will be granted for the coming year.

There is no carry-over or payout of unused personal time.