

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Leave Of Absence

POLICY NUMBER: 3160

3160.1 With the approval of the District Librarian, an employee may request a leave of absence without pay for a period of up to thirty (30) days. This leave may not be used in combination with the California Family Rights Act, the California Family Medical Leave Act or with provisions in the California Military and Veteran's Code. An employee may request an additional thirty (30) days, but such a request must be approved by the Library Commission upon the recommendation of the District Librarian.

3160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

3160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the Library District.

Adopted 02/27/2006