

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued:	Subsection
Section Unpaid Leave	Date Revised: August 14, 2025	Page
<p>Unpaid leave is discouraged but may be approved in unique circumstances at the discretion of the Library Director.</p> <p>Part time employees may not take more than 17.5 hours unpaid leave in any calendar year and must exhaust all applicable benefit time first.</p> <p>Full time employees may not take more than 37.5 hours unpaid leave in any calendar year and must exhaust all applicable benefit time first.</p> <p>In extreme cases, if it becomes necessary for an employee to take more than the above - provided unpaid leave time, the Director may consult with the Board of Trustees as to the advisability of granting additional unpaid leave.</p>		
Revision Approved by Board: 8/14/2025		