



PERSONAL LEAVE POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with guidelines regarding personal time.

Policy:

Except as specifically provided herein, Non-Union employees are entitled to two days of personal time, based on their normal schedule of hours, each year. The time will be available to use on January 1 of each year and must be used by year-end. There is no accumulation of personal time.

New hires will receive the personal time after six (6) months of employment. Personal time will be pro-rated from the date of employment and will be credited on the employee's 6-month anniversary. New hires who do not receive their pro-rated credit until December and are unable to use the time will be allowed to carry over the unused time into the next year only or receive a payout.

Procedures:

1. When utilizing personal time, employees must provide their supervisor with advance notice, preferably a minimum of 48 hours.
2. For all other employees, personal time may be used in no less than one-quarter (1/4) hour increments.
3. Unused personal time will be paid out at year end. Employees must be employed through December 31 to receive a payout.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.