



UNPAID 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.

Scope:

This policy applies to all non-seasonal employees of the City of Wisconsin Rapids.

Purpose:

The purpose of this policy is to provide guidelines for unpaid leaves. This policy only applies to non-medical leaves of absence. If an employee needs to be away from work in connection with a medical issue, they should refer to the Leave of Absence policy.

Policy Body:

An employee with at least six (6) months of service who has exhausted all paid leave (except sick) may, at the discretion of the Library Director and / or the Human Resources Manager, be granted an unpaid leave of absence. The unpaid leave may not exceed thirty (30) calendar days, and must be requested in writing at least two weeks prior to the leave.

An employee who wishes to take unpaid leave is required to deliver a written request to their supervisor. Unpaid leaves for longer periods of time and extensions of unpaid leaves may be granted upon the approval of the Library Director. In no case shall a leave of absence be granted for the purpose of accepting employment with another employer.

2. Unless federal or state laws, or applicable collective bargaining agreements require a departure from this policy, all leaves of absence are administered by the City under the following guidelines:

- a) All paid leave (with the exception of sick) must be exhausted before unpaid leave is allowed.
- b) Only one unpaid leave may be requested per calendar year.
- c) During an unpaid leave, no benefits shall accrue to the employee.
- d) Requests for unpaid leaves will be considered on the basis of the employee's length of service, responsibility level, reason, and the City's ability to obtain a satisfactory replacement during the time the employee will be absent from work.
- e) An employee who accepts other employment or who fails to return to work on the next scheduled workday following the expiration of the unpaid leave, will be considered to have voluntarily resigned their employment with the City.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.