

Leave Policies For Full-Time and Permanent Half-Time Or More Employees



Effective October 1, 2004 adopted July 15, 2004 by the
Administrative Board of the Mid-Mississippi Regional Library System

Personal and Major Medical leave

Each month Mid-Mississippi Regional Library System permanent employees earn two types of leave: personal and medical leave. All leave benefits are based on a 40 hour work week.

Permanent part-time employees who work at least 20 hours per week are entitled to personal and major medical leave as pro-rated based by the number of hours worked.

An employee of the Mid-Mississippi Regional Library System will be entitled to take personal or medical leave after he/she has been employed for a continuous period of 120 working days or 6 months (whichever comes 1st).

Personal Leave: Rates of accrual will be based on length of service.

I. Full Time (40 hours per week) Employees:

Length of Service	Accrual Rate (Monthly)	Accrual Rate (Annually)
Less than 2 years	1 day per month up to 10 days	10 Days
2-5 Years	1 day per month	12 Days
5-10 Years	1 ¼ days per month	15 Days
10-20 Years	1 2/3 days per month	20 Days
20 or more Years	2 days per month	24 Days

II. Permanent half-time or more employees: who work at least 20 hours per week are entitled to Personnel Leave as pro-rated based on the number of hours worked.

Scheduling of Personal Leave

All Personal leave must be approved IN ADVANCE by the Regional Library Director and leave forms filled out prior to leave dates.

Scheduling will be made in consideration of the wishes of the employee, but it is the prerogative of the Regional Library Director to make the final decision as to when the leave will be used. **Personnel leave can be carried over from one fiscal year (October 1 - September 30) to the next. Upon an employee's termination from employment any unused, uncompensated personal leave may be certified to PERS for additional retirement service credit only to the extent that such leave does not exceed the accrual rates under State Leave Law.**

Major Medical Leave: Rates of accrual will be based on length of service.

A total of **ten days a year** of medical leave can be earned by a full-time employee at the rate of 6.67 hours per month. Only permanent part-time employees who work at least 20 hours per week are entitled to major medical leave as per percentage based on the number of hours worked.

An employee of the Mid-Mississippi Regional Library System will be entitled to take major medical leave after he or she has been employed for a continuous period of 120 working days. Major **Medical leave may be accumulated. Upon an employee's termination from employment any unused, uncompensated medical leave may be certified to PERS for additional retirement service credit only to the extent that such leave does not exceed the accrual rates under State Leave Law.**

Employees may use major medical leave as needed when away from work for the following reasons:

1. Unable to work because of illness, injury, or pregnancy and confinement.
2. Receiving medical, dental, or optical treatment (for yourself or your immediate family) and have obtained advance approval from your supervisor.
3. A family member needs constant care due to illness or has a contagious disease.

Length of Service	Summary of Personal and Major Medical Leave:	
	Combined Monthly Personal & Major Medical Accrual Rates	Combined Annual Personal & Major Medical Accrual Rates
Less than 2 years	13 1/3 hours per month	20 days per year
2-5 Years	14 2/3 hours per month	22 days per year
5-10 Years	16 2/3 hours per month	25 days per year
10-20 Years	20 hours month	30 days per year
20 or more Years	22.66 hours per month	34 days per year

Absence without Leave

Any absence other than vacation, medical leave and holidays is not to be reimbursable with pay, and employees incurring such absences will have deductions made from their salary.

Such absences are not to be taken without knowledge and permission of the Regional Director.

Resignation

Employees who have completed 120 working days with the library and resigns from their position with a notice of at least four weeks will be paid the balance of their accumulated personal leave.

Employees who resign with less than a 4 week notice will receive pay for accumulated personal and flex time. There will be no pay for accumulated medical leave.

Employees cannot use any leave during their resignation notice. Employees will be paid for holidays during their resignation period.

Termination

Employees who are terminated from their positions will be paid only up to 30 days for any accumulated leave. Miss Code Ann 25-11-103(k).

Leave -- Birthdays

If a full-time or permanent half-time or better employee's birthday falls on his or her normal working day, that employee will be granted the day off. The sole intent and purpose of birthday leave is to grant our employees the date of their birth off from work.

If the Regional Library Director requires an employee to be at work on his/her birthday that employee will be given flex time. Birthdays that fall on non-working days will not be granted flex time. Birthday leave cannot be transferred to another type of leave, or used on another day.

Overtime, Flextime and Compensatory Time

- **Reviewed and approved by a consultant, Mississippi Library Commission.**
- **Approved by the Administrative Board of Trustees of the Mid-Mississippi Regional Library System on 1-21-2010.**
- **On January 21, 2010 this policy was approved and recorded in the minutes of the MMRLS Administrative Board of Trustees.**

Under the Fair Labor Standards Act (FLSA), eligibility for overtime pay and compensatory time are specified. All employees, except those exempt from FSLA, are to be paid or given time and one-half (1.5 hours) for any hours worked in excess of 160 hours in a standard work month (averaging 40 hours per week). MMRLS pays all its employees monthly.

At the Mid-Mississippi Regional Library System, exempt employees are those classified as executive, administrative, professional, or computer related and may include branch library managers.

Positions classified as exempt:

- A. Library System Director (System HQ)
- B. Assistant System Director (System HQ)
- C. Select Branch Managers and Assistant Managers for the following:
 - Attala County Library (Kosciusko);
 - Carthage-Leake County Library (Carthage);
 - Winston County Library (Louisville);

The FLSA designation for each employee shall be determined by the director, and shall be reviewed on a periodic basis.

For purposes of the Overtime and Compensatory Time Policy of the Mid-Mississippi Regional Library System, compensatory or overtime refers to time given in lieu of overtime payments at the

rate one and one-half (1.5) hours for each hour of overtime worked. **Flextime refers to monthly schedule adjustments where overtime compensation is not required.**

Non-Exempt Full-time Employees:

The Mid-Mississippi Regional Library System's policy is to avoid whenever possible, overtime for non-exempt staff.

Non- Exempt employees are encouraged to take advantage of flexible scheduling within a pay period to minimize excessive long hours. Flextime refers to monthly schedule adjustments where overtime compensation is not required.

Overtime is defined as time worked above 160 hours in work month by the Mid-Mississippi Regional Library System. If overtime is necessary, and approved in advance by the director, assistant director or the designated branch manager, non-exempt employees are eligible for compensatory time in lieu of overtime payments at a rate of one and one-half (1.5) hours for each hour of overtime worked.

Overtime does not include hours worked in excess of the eight (8) hours a day unless more than 160 hours are worked at Mid-Mississippi Regional Library System during a one (1) month pay period.

Under Fair Labor Standards Act (FLSA), vacation, holidays, and sick leave will not be considered as time worked in computing overtime.

Compensatory time must be taken within the same monthly pay period that the overtime was worked or used within thirty (30) days from the date earned. Compensatory time cannot be accrued and must be used before all other leave is taken.

If a non-exempt employee resigns or is dismissed from the Mid-Mississippi Regional Library System with compensatory time not being used, it will be paid at a rate of one and one-half (1.5) hours for each hour of overtime worked.

Leave – Death in the family

Absence for death in the immediate family (grandparents, father, mother, brother, sister, husband, wife, or children) is allowed with pay from the day of the death through the day of the funeral (not to exceed three days). Time off to attend funerals of near relatives or friends not living in the same household are granted; the employee may use Personal Leave or take Leave without Pay.

Leave - Jury Duty

Library employees are occasionally called for court or jury duty. Leave with pay is granted to permanent employees for jury duty or court leave. In such cases, no charge against personal leave is made.

Leave – Legal Holidays

The following days are legal holidays on which all libraries will be closed:

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| * Veteran's Day | **Good Friday |
| ** Thanksgiving Day and the day after | ** Memorial Day |
| *** Christmas Day | * Fourth of July |
| * New Years Day | ** Labor Day |
| *Martin Luther King Day | |

*** Veterans Day, New Year's Day, Martin Luther King Day, and Fourth of July** are floating holidays. They, like Christmas, will rotate around so that everyone over a period of time will get equitable leave. If this legal holiday falls on Sunday, all libraries will be closed on Monday. **NO FLEX TIME WILL BE GIVEN FOR THESE FLOATING HOLIDAYS.**

**** Thanksgiving and the day after, Good Friday, Memorial Day, and Labor Day** are fixed holidays for which everyone will receive time off, if you are scheduled to work.

***** Although Christmas Eve and the day following Christmas are not holidays, these are days that all libraries will be closed** and all librarians will be paid if normally scheduled to work. If Christmas Day falls on Saturday, all libraries will be closed on Monday. Christmas is a floating holiday and will work itself around to an equitable arrangement for everyone over a period of time. **NO FLEX TIME WILL BE GIVEN FOR THIS FLOATING HOLIDAY.**

Leave - Maternity/ Paternity

Maternity/ Paternity leave will be granted to any permanent half-time or better employee of at least six month tenure. It may consist of medical leave, personal leave, leave without pay, or a combination. As soon as an employee or employee's spouse knows she is pregnant, the employee's supervisor will be informed. Then steps needed to protect her health on the job can be taken. Also plans can be made for taking care of her work when she will be out.

How long a woman can be off on maternity leave depends on a number of things. How is her health? How much leave does she have? What are her plans for coming back to work after a baby comes? Is she a temporary employee? Does she want to take leave without pay? Is it administratively feasible to grant it? The ultimate decision lies with the woman, her doctor, and the Regional Library Board of Trustees.

The period of maternity leave varies from person to person. It usually begins not later than 6 weeks before she expects her baby. It usually lasts at least 8 weeks after her baby comes. It will be assumed to be of this duration unless a medical certificate shows it is not, or the Regional Library Director has determined with medical advice, that for the particular type of work the woman does, the period of incapacitation is longer.

Maternity/ Paternity leave can be used as follows:

1. Any medical leave she/he has to their credit.
2. As much of the personal leave she/he has to their credit as she/he needs to use provided she/he plans to come back to work. If she/he does not plan to come back to work, ordinarily she cannot take the personal leave. Instead, when she/he leaves the service at the end of their medical leave, she/he will be paid the sum of his/her accrued personal leave.
3. Leave without pay may be used if she/he is a permanent half-time or better employee, and she/he plans to come back to work. Leave without pay is not granted to a temporary employee, or one who does not expect to return to duty, except for short periods and under special circumstances to be determined by the Regional Library Board of Trustees.

The woman and her physician will determine how long she can work before the baby arrives. We will require a certificate from her physician or practitioner upon her return to work that she is able to do her job. The usual period of incapacitation consists of at least 14 weeks of leave.

Maternity/ Paternity leave can be taken beyond the period of incapacitation. Such leave is granted under the following conditions:

1. The employee plans and is expected to come back to work when the leave ends, and
2. It is administratively feasible to approve leave without pay for the whole period she/he asks for.

The longest period of maternity/paternity leave, including the time when she is unable to work, is usually four months. If circumstances warrant, and it is administratively feasible, a longer period can be granted.

Leave - Voting

Employees may be excused for a reasonable time with pay to vote or register in any election or in referendums on civic matters in their community.