

**Marion Public Library
Supplemental Personnel Policies
Supplementing SECTION 2, Part 2.7 of the City of Marion Personnel Policy**

Leave of Absence

Leave of Absence Request Process

1. Employee submits request for leave of absence to immediate supervisor stating reasons for the leave and its inclusive dates.
2. Within two days of receiving request, supervisor determines feasibility of granting request, taking into account whether staff is available to substitute for lost hours and skills and if alternative staff scheduling is possible. Supervisor submits report indicating pros and cons of the request on its merits and reasonableness and provides a recommendation regarding the request to Director.
3. Director determines financial cost of leave and budget implications.
4. Based on reports, Director approves or disapproves leave request; within five days if the request is for one month or less; within 10 days if the request is for more than one month.

Adopted 03/12/12

Revised 03/10/14