

**Marion Public Library
Supplemental Personnel Policies
Supplementing SECTION 3, Part 3.1 of the City of Marion Personnel Policy**

Work Schedules

Work schedules are set at the discretion of Coordinators and are based on personnel and staffing needs. Upon request, for good reason, permanent and temporary changes in work schedules will be considered, but flexible schedules are not permitted. Schedule shifting to make up on one day for time lost on another will be considered at the discretion of an employee's supervisor. Employees should provide as much advance notice as possible to their supervisors for the consideration of any schedule change. Employees are generally discouraged from taking extended time off during the months of June and July and should not assume permission for leave during these months will be provided.

All employees are expected to find their own weekend replacements or to make weekend trades and report these arrangements to the scheduler.

Adopted 03/12/12
Revised 9/9/13
Reviewed 3/10/14