

**Camden County Library District
Policy Manual**

Section 1. Employees

Subsections 12. Compassionate Leave and Emergency Leave

COMPASSIONATE LEAVE

Up to five (5) days (40 hours) leave is allowed for all full-time employees in case of a death in the immediate family. The immediate family is construed to mean father, mother, brother, sister, husband, wife, child, grandchild, or any person living in the same household as a member of the family.

Up to three (3) days is allowed for other relatives, close friends, or associates.

Part-time/regular employees are allowed compassionate leave time pro-rated upon the number of hours worked per week, i.e., the same number of hours they work per week.

Each individual case must be taken up with the Director. No deductions from salary will be made for compassionate absence provided absence does not exceed a total of five (5) days per year for full-time employees and pro-rated for part-time/regular employees.

EMERGENCY LEAVE

In case of sudden serious illness or injury involving immediate family members, i.e., father, mother, brother, sister, husband, wife, child, grandchild, or any person living in the same household as a family member, or emergency situations such as auto accident, emergency hospitalization, natural disaster involving employee or family or other unforeseen and uncontrollable event, full-time employees may be granted emergency leave. This shall be with pay and in addition to sick leave and vacation. Up to one (1) working day may be allowed per emergency, not to exceed three (3) days (24 hours) per year.

Part-time/regular employees will be granted emergency leave pro-rated upon the number of hours worked per week.

Final approval of emergency leave will rest with the Director.