

**Camden County Library District
Policy Manual**

Section 1. Employees

Subsection 18. Request for Leave

A request for leave form must be approved by the employee's supervisor and approved by the Director or Business Manager each time an employee finds it necessary to be absent from work. Request for leave must be made as far in advance as possible. In the case of absence due to illness or emergency, the request form must be completed as soon as the employee returns to work. In any emergency, the employee or a family member/spokesperson for the employee must contact the supervisor, Business Manager, or Director within 3 days to report the emergency to prevent the Job Abandonment Policy from taking effect.