

**Camden County Library District
Policy Manual**

Section 1. Employees

Subsection 19. Educational and Military Leave

Employees may be granted leave with pay for library conferences, meetings, or workshops, provided that they secure the approval of their supervisor and the library board.

Employees will be granted leave without pay to pursue academic studies so long as library services will not be impaired. This leave will be granted only upon approval of the Director and the Board of Trustees.

An employee who is a member of military service may be granted one leave per fiscal year, not to exceed 14 days without advance approval from the board, with pay, for the purpose of military training/service. Those who enter the military service on extended active duty shall be granted a leave of absence without pay and are entitled to reinstatement of their job upon discharge from service if a request is made within 90 days after date of discharge.