

**Camden County Library District
Policy Manual**

Section 1. Employees

Subsection 26. Requests for Leave

An employee is eligible to accrue some leave benefits (sick leave, funeral, and citizenship) when they complete one full month (30 calendar days) and when the specific requirements of the applicable leave policy are satisfied. (See specific leave policy for more details.)

Vacation time cannot be taken until completion of six-months of employment. Employees shall receive one work week of vacation upon completion of six-months of employment and receive one work week of vacation upon completion of twelve-months of employment.

PROCEDURES

An eligible employee must submit a leave request to his or her supervisor for approval. Leave requests require a supervisor's prior approval, with an exception for leave in the case of sudden illness or emergencies. See the policies on Sick Leave and Emergency Leave for specific requirements. All requests must meet eligibility as defined in the specific policy under which leave is requested.