



Liberal Leave Policy

Due to the *COVID-19* pandemic and resulting health crisis, the Lewes Public Library (“the Library”) has adopted a *Liberal Leave Policy*. This policy will remain in effect throughout the duration of the public health emergency related to the *COVID-19* pandemic. The Library reserves the right to revise the policy as needed.

The health and safety of our employees is a top priority and we will continue to follow the guidelines issued by the Governor’s Office, the Delaware Division of Public Health, the Centers for Disease Control and Prevention, the Delaware Division of Libraries and the Sussex County Department of Libraries. We will re-evaluate and reassess our safety measures on a consistent basis.

The *Liberal Leave Policy* permits employees to use annual leave (PTO) or to take time off unpaid to cover their absence should the employee not report to work. Such absences – although excused - require appropriate notice and the approval of the Director. Any employee who elects to stay home from work under this policy will not be penalized for excessive absenteeism if the employee follows the appropriate notice and approval requirement. In addition, an employee will be permitted to take leave – without pay – if he/she does not have PTO to cover the time off.

Notice Requirement: An employee who desires to take leave under this policy is required to provide the Director at least 24 hours advance notice via telephone and/or email.

Duration of Leave: The length of approved time off under this policy will be determined on a case by case basis (dependent on the needs of the Library and in accordance with other state or federal mandates in response to the *COVID-19* pandemic). Employees who are approved to take leave under this policy will be required to provide a weekly update to the Director regarding their desire to extend the leave.

Thank you for your dedication and all you do for the Library – especially during this time.

Adopted by the Lewes Public Library Board of Commissioners May 19, 2020