



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: December 11, 2014
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
SUBJECT: Amend Employee Handbook – Section 217 – Sick Leave

I ask the library board to approve amending the library employee handbook as follows:

217 SICK LEAVE

Sick leave should be regarded by all employees as valuable, health and welfare insurance which, in the best interest of all employees, should not be used unless needed. Sick leave is not a “right” it is a privilege to be used carefully. Employees requesting sick leave shall do so in accordance with Library policy.

1. Accumulation - All regular employees shall receive sick leave with pay. Regular full-time employees shall accumulate sick leave credits at the rate of eight (8) hours for each month of completed service; regular part-time employees shall accumulate sick leave credits prorated on the FTE percentage of their position compared to a full-time position. New employees will accumulate sick leave credits from the first day of their employment, pro-rated on the percentage of the first month worked and on the FTE percentage as above. New FLSA exempt employees may be advanced a sick leave amount, upon hire. If this benefit is negotiated as a condition of employment, accumulation will not occur until corresponding months of employment have elapsed. Any time used in excess of this accumulation schedule will be deducted from an employee’s pay upon termination.

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