

**Oshkosh Public Library**  
**Proposed Personnel Policy Revision**  
**July 19, 2018**

**REASON FOR REVISION**

Revision of this policy was prompted by an employee pointing out that many grandparents today play a major role in caring for grandchildren. It was suggested that the benefit of being able to use a portion of earned sick leave for care of spouses and/or dependents be extended to care of grandchildren. Library Administration agrees. We are also recommending striking the word “dependent” from the phrase “dependent children,” because we believe it an unnecessary word in this context.

**REVISED POLICY**

**217 SICK LEAVE**

4. Spouse/Dependent - Up to forty (40) hours of an employee’s sick leave accumulation may be used per year for illness, injury, doctor and dental appointments of the employee’s spouse, parent, child or grandchild that cannot be scheduled other than during the employee’s work day. At least three (3) work days notice shall be required to apply for leave for doctor and dental appointments which is subject to the approval of the employee's supervisor for scheduling, except in the case of an emergency.

**MARK-UP OF CURRENT POLICY**

**217 SICK LEAVE**

4. Spouse/Dependent - Up to forty (40) hours of an employee’s sick leave accumulation may be used per year for illness, injury, doctor and dental appointments of the employee’s spouse, parent, **child or grandchild** ~~or dependent children~~ that cannot be scheduled other than during the employee’s work day. At least three (3) work days notice shall be required to apply for leave for doctor and dental appointments which is subject to the approval of the employee's supervisor for scheduling, except in the case of an emergency.