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Board of Trustees Personnel Committee Meeting
Tuesday, November 18, 2025, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|---|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. GRRL Policy Update – Staff Recognition (Requested Action – Approve) pg 3 | 5:32 |
| 4. Minnesota Paid Leave (PFML) – New Policy & Related Revisions (Requested Action – Approve) pg 7 | 5:33 |
| 5. Leadership Support Team Transition Proposal (Requested Action – Approve) pg 45 | 5:40 |
| 6. Next Meeting – To Be Determined | 5:44 |
| 7. Adjournment | 5:45 |



Personnel Policy Update

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve revisions to 200 Personnel Chapter 4J. Staff Recognition to add substitute employees to the staff recognition program beginning in 2026.

BACKGROUND INFORMATION

☒ Supporting Documents Attached:

- Policy Chapter 4J. Staff Recognition markup

Substitute staff, historically, have not received staff recognition. Beginning in 2026, we would like to recognize substitute staff starting with the 1-year recognition and move forward on the same schedule as full- and part-time staff.

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: Gift Funds

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

200 Personnel

Chapter 4J. Staff Recognition

The Great River Regional Library Board recognizes that the library staff is our most important resource. The Board wants to thank employees for their dedication and wants to encourage employees to continue their employment at GRRRL. The library's staff recognition program will celebrate the service milestone years of 1, 3, 5, 10, 15, 20, and every five thereafter for all full-time ~~and~~ part-time ~~employees~~ and substitute employees. Full-time and part-time employees will also be honored at the time of retirement. Gift funds will be used to support the staff recognition program.

Approved Date: 05/14/02

Revised Date: ~~01/01/09~~, 03/21/23, 11/18/25

Reviewed: 05/20/25



Personnel Policy Addition & Revisions

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Approve the new 200 Personnel Chapter 4D.5 and revisions to Chapters 4D – 4D.4 and 4D.6 – 4D.16.

BACKGROUND INFORMATION

☒ Supporting Documents Attached:

- Personnel Policy Chapters 4D – 4D.4, 4D.5, and 4D.6 – 4D.16 markup & clean versions

GRRL needs a new Paid Leave policy to go along with Minnesota's new Paid Leave law. The existing policies need changes to be consistent with the new Paid Leave policy.

Policy 4D.16 Executive Director Leave of Absence is included for renumbering only. Management is aware that the policy will need an in-depth review in 2026.

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled

200 Personnel

Chapter 4D. Leaves of Absence

Leaves of Absence (LOA) are authorized absences from work with or without pay intended to assist employees through unusual or difficult times in their lives. If the leave is foreseeable, it ~~LOAs~~ must be requested a minimum of 30 days ~~in writing two (2) weeks~~ in advance. When the reason for leave is not foreseeable, it must be requested as soon as practicable. All requests for leave must be sent to the Associate ~~employee's supervisor. The Executive~~ Director – Human Resources. ~~may grant exceptions to the two (2) week notice.~~

Absences for medical reasons (of employee or family member) resulting in more than three (3) consecutive calendar days may require ~~requires~~ the completion of a Leave of Absence Request Form. The Human Resources department will use this form to determine whether a leave of absence should be initiated and if Family and Medical Leave Act (FMLA) applies.

LOAs may be granted upon written request stating the reason for such leave and the expected length and must have written authorization of the employee's ~~his/her~~ supervisor and the Executive Director. Leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12-week ~~week~~ increments. Extending an absence without prior approval will be considered an unauthorized absence and will be treated as a resignation.

Except as required by law, GRRL cannot guarantee to hold a position open for an employee on leave. GRRL will try to reinstate staff into a comparable position with similar pay rate, hours and duties. This may not include exact work schedule.

Employees on personal leaves will be required to use all paid time off before a leave without pay will be granted. GRRL reserves the right to require employees to make up time without pay when the situation warrants. Employees granted leaves with pay shall continue to accrue Paid Time Off (PTO). PTO does not accrue during any unpaid portion of an LOA. An employee's anniversary date will be adjusted for any leave extending 6 months. Employees are responsible for ALL insurance premiums during an unpaid LOA. Premium payments must be made in advance for your insurance coverage. Arrangements for such payments must be made through Accounting ~~Human Resources~~.

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis. All applicable leaves, including Minnesota Paid Leave, will run concurrently.

Except as otherwise stated, all paid time off, taken under any of ~~the~~ GRRL's leave programs, must be taken consecutively, with no intervening unpaid leave. GRRL will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Approved Date: 07/11/00

Revised Date: ~~03/17/15~~, 11/21/23, 11/18/25

Effective Date of Revision: 01/01/26

Reviewed Date: 01/21/25

4D.1 Earned Sick and Safe Leave

Earned Sick and Safe Leave (ESSL) is paid time off earned at one hour of Earned Sick and Safe Time for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with GRRL. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for GRRL.

(a) Earned Sick and Safe Time use

The leave may be used as it is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes for the following circumstances:

An employee's own:

- Mental or physical illness, injury or other health condition
- Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telecommute because the employee is prohibited from working by GRRL due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the GRRL has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care

- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the ~~the~~-communicable disease
- Bereavement
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, ~~step-parent~~stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, ~~the~~-GRRL requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than ~~two~~three consecutive days, GRRL may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a

reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. GRRL will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, GRRL will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

The documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by Earned Sick and Safe Time.

(d) Carryover of Earned Sick and Safe Leave

Employees are eligible for ~~carryover of~~ [carry over](#) accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

(e) Retaliation prohibited

GRRL shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system GRRL may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive GRRL's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their GRRL employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the GRRL and the employee is rehired again within 180 days of separation-, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Approved Date: 11/21/23

[Revised Date: 01/21/25, 11/18/25](#)

Effective Date [of Revision](#): 12/24/23,

~~Revised Date: 01/01/26~~ [21/25](#)

4D.2 Minnesota Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take up to 12 weeks of unpaid leave under the Pregnancy and Parenting Leave Act of Minnesota. Leave can be used for ~~pregnant~~~~female~~ employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as for a biological or adoptive parent in conjunction with the birth or adoption of a child.

The leave must begin within twelve (12) months of the birth or adoption of the child, except in the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital. The employee may continue all group insurance during the leave while paying appropriate co-pays. The employee will be permitted to return to his/her former position or a comparable position at the same rate of pay and benefits. ~~Unless the~~~~The~~ employee is on Minnesota Paid Leave, they will be required to use all their available PTO ~~until no more than ten (10) days remain before time without pay will be allowed~~. If the employee has any FMLA eligibility remaining at the time the leave commences, the leave will also count as FMLA leave. The two leaves will run concurrently. Pregnancy and Parenting Leave will also run concurrently with Minnesota Paid Leave.

Approved Date: 07/11/00

Revised Date: ~~03/17/15~~, 07/19/16, 11/18/25

Effective Date of Revision: 01/01/26

Reviewed Date: 01/21/25

4D.3 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)

Employees are permitted to use PTO benefits for absences due to illness of a child. The amount of paid leave is limited to the employee's available PTO benefits. Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under the Family Medical Leave Act (FMLA). For more information regarding FMLA and eligibility, see section ~~4D.4~~~~4C.5~~ Medical Leave.

As with employees, GRRL may require a physician's medical statement as evidence that the employee's child was ill. This statement may be required whenever GRRL deems it necessary or reasonable. The employee will be returned to his/her former position.

Approved Date: 07/11/00

Revised Date: 01/20/09, 05/21/13

Reviewed Date: 01/21/25

4D.4 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)

Medical Leave, including Family Medical Leave Act (FMLA), may apply to PTO requests for medical reasons. Absences for medical reasons of more than three (3) consecutive calendar days may require a physician's statement stating the cause of the absence. This will be used to determine if the leave of absence should be initiated and if FMLA applies.

A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

Non-FMLA Medical Leave

~~Employees may be granted a medical leave of absence WITH OR WITHOUT pay in the event the employee is unable to work due to medical reasons or if their presence is required to provide care to immediate family members. Employees will provide a doctor's statement verifying need for the leave, keep their supervisor informed of progress and, in the case of personal medical leaves, provide a doctor's signed release to work. Employees are required to use PTO until no more than 10 days remain before time without pay will be allowed.~~

Overview of FMLA

Employees who have worked at least 1250 hours (estimated average of 24 hours per week) in the 12-month period directly preceding the leave and have been employed for at least 12 months may be granted a leave under the Family Medical Leave Act of 1993 (FMLA) for their own serious health condition, the serious health condition of a spouse, parent or minor child, birth/adoption/foster care of a child, for reasons related to or affected by a family member called to active military duty or already on active duty, or to care for a family member injured or recovering from an injury suffered while on active military duty. An employee is entitled to up to 12 weeks of leave during a 12-month period (extended up to 26 weeks for Injured ~~Service member~~ ~~Servicemember~~ Leave). Part-time employees may request a prorated 12 weeks of leave or a reduced schedule as stated by law, or if medically necessary. The 12-month period is measured ~~forward~~~~backward~~ from the ~~first day~~~~date~~ an employee ~~uses~~~~used~~ any leave under the FMLA. A written request at least 30 days in advance, whenever possible, is required. Employees may be required to use PTO and/or ESLB before requesting a leave without pay. Employees may be eligible for consecutive and/or intermittent leave. Intermittent leave must be taken as full shifts.

If eligible for FMLA benefits, GRRL will continue the employee's benefit offerings for the duration of the leave at current rates unless the employee elects not to continue coverage. If the employee terminates employment with GRRL while on leave and the termination is not due to a serious health condition or circumstances beyond the employee's control, GRRL may recover the cost of its share of insurance premiums paid on the employee's behalf. At the conclusion of the FMLA, GRRL will reinstate the employee into the prior position or to a position with equivalent benefits, pay and other conditions of employment.

FMLA Medical Leave Due to Birth of a Child

Employees will be required to use PTO, or take leave without pay, depending upon the type of leave requested. ~~Either parent~~~~Both mothers and fathers~~ may take this leave. ~~Parents~~~~A husband and wife~~ who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the birth. As this leave may run concurrently with both Minnesota Paid Leave and Minnesota Parental Leave, for six (6) weeks of this leave, ~~employees~~~~mothers~~ may choose to use available PTO or ESLB to supplement paid leave benefits. ~~If not utilizing approved Minnesota Paid Leave, employees, or take time off without pay and fathers may choose to use available PTO or take time off without pay. For the remaining six (6) weeks, the mother~~ will be required to use all accrued PTO. ~~PTO until no more than 10 days remain before time without pay will be granted. allowed. The father will be required to use PTO until no more than 10 days remain before time off without pay is allowed.~~

FMLA Medical Leave Due to Adoption or Foster Care of a Child

Employees will be required to use either PTO or take leave without pay, depending upon the type of leave requested. ~~Either parent~~~~Both mothers and fathers~~ may take this leave. ~~Parents~~~~A husband and wife~~ who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the adoption or foster care placement. As this leave may run concurrently with ~~both Minnesota Paid Leave and~~ Minnesota Parental Leave, for six (6) weeks of this leave, employees may choose to use available PTO or take time off without pay. ~~If not utilizing approved Minnesota Paid Leave~~~~For the remaining 6 weeks~~, employees will be required to use ~~all accrued~~ PTO ~~until no more than 10 days remain~~ before time off without pay will be ~~granted.~~ ~~allowed.~~

FMLA Medical Leave Due to Serious Health Condition of Self, Spouse, Parent, or Minor Child

~~Unless an employee is on Minnesota Paid Leave, they~~ ~~Employees~~ will be required to use ~~all their~~ PTO ~~before time without pay will be granted.~~ ~~Employees on approved Minnesota Paid Leave may elect to use PTO to supplement paid~~~~until no more than 10 days remain (if the leave~~ ~~payments~~~~is to be for more than one week) or until it is completely exhausted (if the leave is for less than one week).~~ Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under FMLA.

GRRL may require a physician's medical statement as evidence that there is a serious health condition. This statement may be required whenever GRRL deems it necessary or reasonable.

When requesting time off from work for a FMLA, the employee must submit a completed Leave Request form available from Human Resources.

Definition of Serious Health Condition (applicable to FMLA only)

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than three (3) consecutive calendar days and have ongoing medical treatment;
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Employees will be required to use ~~all available PTO~~~~PTO until no more than 10 days remain~~ before ESLB time or time off without pay will be allowed, ~~unless they are on approved Minnesota Paid Leave.~~ ~~Employees on approved Minnesota Paid Leave may elect to supplement their paid leave benefit with PTO.~~ -

FMLA Military Exigency Leave (Active Duty)

Eligible employees whose spouse, son, daughter or parent is on covered active duty status may use their

12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

For a member of the Reserve components of the Armed Forces, members of the National Guard or Reserves, covered active duty or call to covered active duty status means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

“Son or daughter of a covered service member~~servicemember~~” means a covered service member’s~~servicemember’s~~ biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered service member~~servicemember~~” means a covered service member’s~~servicemember’s~~ biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member~~servicemember~~. This term does not include parents “in law.”

The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

[This leave will run concurrently with Minnesota Paid Leave.](#)

FMLA Military Caregiver Leave

This leave may extend to up to 26 weeks in a 12-month period for an eligible employee to care for a covered service member~~servicemember~~ whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

“Son or daughter of a covered service member~~servicemember~~” means a covered service member’s~~servicemember’s~~ biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered service member~~servicemember~~” means a covered service member’s~~servicemember’s~~ biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member~~servicemember~~. This term does not include parents “in law.”

“Next-of-kin” of a covered service member~~servicemember~~ is defined as the covered service member’s~~servicemember’s~~ nearest blood relative, other than the covered service member’s~~servicemember’s~~ spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member~~servicemember~~ by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member~~servicemember~~ has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA, in which case the designated individual shall be deemed the covered service member’s~~servicemember’s~~

next of kin. The regulations provide that all family members sharing the closest level of familial relationship to the covered ~~service member~~~~servicemember~~ shall be considered the covered ~~service member's~~~~servicemember's~~ next of kin, unless the covered ~~service member~~~~servicemember~~ has specifically designated an individual as his or her next of kin for military caregiver leave purposes. In the absence of a designation, where a covered ~~service member~~~~servicemember~~ has three siblings, for example, all three siblings will be considered the covered ~~service member's~~~~servicemember's~~ next of kin.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.

This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks. [This leave will run concurrently with Minnesota Paid Leave.](#)

Approved Date: 07/11/00

Revised Date: ~~05/21/13~~, 03/17/15, [11/18/25](#)

[Effective Date of Revision: 01/01/26](#)

Reviewed Date: 01/21/25

[4D.5 Minnesota Paid Leave \(PFML\)](#)

[Overview of PFML](#)

[GRRL provides time off to eligible employees who qualify for Minnesota Paid Leave \(PFML\) benefits under Minnesota law. GRRL is a participant in the State of Minnesota's Paid Leave program. PFML benefits are funded through premium contributions payable to the State of Minnesota. The premium costs will be split between GRRL and the employee.](#)

[Eligibility for PFML](#)

[Eligibility determinations for PFML benefits are made by the State of Minnesota. Generally, to be eligible for PFML, you must:](#)

- [Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.](#)
- [Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.](#)

[PFML Benefit Amount](#)

[An employee's weekly PFML benefits are calculated and determined by the Minnesota Department of Employment and Economic Development \(DEED\).](#)

[Leave Entitlement and Usage of PFML](#)

[The State of Minnesota may approve PFML leave for the following conditions in a benefit year:](#)

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another eight (8) weeks of medical leave for their serious health condition. Your benefit year starts the first day you take paid leave. There is no waiting period for PFML if you are granted the benefit.

PFML Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

Eligibility

In addition to the other eligibility requirements under the Minnesota Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

Notice

In situations when employees seek PFML on an intermittent basis, employees must make reasonable effort to provide written notice the Associate Director – Human Resources of the need for intermittent leave before applying for PFML benefits through the State program. As part of the notice, employees must provide GRRL with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Increments of Leave and Maximum Number of Hours

Employees may take intermittent leave in increments of one calendar day. If eligible for intermittent leave, GRRL allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous PFML provided the continuous leave does not exceed the maximum amount of PFML allowed by law.

PFML Definitions

- Family member includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)

- Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy or surgery.

Notice of PFML

Prior to starting a claim with the State, employees must reach out to the Associate Director – Human Resources to notify your intention to take leave. If the need for leave is foreseeable, we require that you provide a minimum of at least two-weeks notice prior to taking leave. If the leave is not foreseeable, you will still be able to take leave under PFML and we ask that you provide as much notice as practicable.

How to Apply for Minnesota Paid Leave

After your leave has been discussed with the Associate Director – Human Resources you may apply for PFML through that Minnesota Paid Leave’s portal online or via any other method approved by the state of Minnesota.

Interaction with Other Laws and Benefits

PFML will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state or federal law, which may include Family Medical Leave Act (FMLA) and/or Minnesota Women’s Economic Security Act (WEST) pregnancy and parenting leave.

Supplementing PFML Benefits with Accrued Paid Leave

GRRL allows you to supplement, or “top off”, your PFML benefits with any accrued but unused paid leave. If you choose to supplement your PFML benefits in this way, the combined weekly sum of PFML benefits and GRRL-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW).

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on PFML, GRRL will continue to provide group health insurance coverage for an employee on PFML under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to GRRL in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee’s premium payment is 30 days late. Before terminating coverage, GRRL will provide written notice to the employee at least 15 days before the coverage is terminated listing the date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee’s share of the premium payments for their group health insurance coverage must be prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement following PFML

Upon return from covered PFML, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length of service credit and seniority credit as the date of leave as long as you have worked for GRRL for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodations), GRRL may engage in an interactive process, consistent with the Americans with Disability Act (ADA) and/or the Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

GRRL will not interfere or retaliate against employees who request or take leave in accordance with the Minnesota Paid Leave law.

Approved Date: 11/18/25

Effective Date: 01/01/26

4D.6~~4D.5~~ Military Ceremony Leave (Minn. Stat. § 181.948)

An employee may be granted unpaid leave to attend the sendoff or homecoming ceremony of an immediate family member who has been ordered into active military service in support of a war or other national emergency. This does not include active duty for training or general missions.

Time requested is granted upon the Executive Director's discretion and may be limited to the actual time necessary to attend the ceremony. The Executive Director may limit Military Ceremony Leave for an employee to no more than one day, which is defined as an eight (8) work hours, in any calendar year.

1. For this policy only, "employee" does not include independent contractors.
2. "Immediate family member" is defined as a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse or fiancé/fiancée.

Approved Date: 07/11/00

Revised Date: 05/14/02, 09/19/06

Reviewed Date: 01/21/25

4D.7~~6~~ Military Injury/Funeral Leave (Minn. Stat. § 181.947)

An employee whose immediate family member is injured or killed while serving on active military service, may be granted up to 10 days of unpaid leave by the Executive Director.

"Active service" includes both federal and state active military service for any purpose, including training.

1. For this policy only, "employee" includes independent contractors.
2. "Immediate family member" is defined as the deceased or injured service member's parent, child, grandparent, sibling or spouse.

Approved Date: 09/19/06

Reviewed Date: 01/21/25

4D.87 Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d))

Members of the National Guard or other reserve units who are required to take part in military duty can arrange to take vacation time if eligible or obtain a leave of absence without pay. An employee who is called into active service with the armed forces under any Federal or State statute will be re-employed in accordance with the provisions of the applicable statutes, provided that the employee is able and qualified to perform the duties of the job available.

See also FMLA Military Exigency Leave above.

Approved Date: 09/19/06

Revised Date: 03/20/12, 05/21/13

Reviewed Date: 01/21/25

4D.98 Minnesota School Conference and Activities Leave (Minn. Stat. 181.9412)

Employees who give proper notice will be granted up to 16 hours during a 12-month period for the purpose of attending school conferences and school-related activities of the employee's child, provided that such conferences and activities cannot be scheduled during non-work hours. Where an employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use this leave time to attend a conference or activity of the employee's child, or to observe or monitor the services or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. Employees are asked to give reasonable notice of the need for this leave. Employees may choose to use PTO to pay for this leave. The employee will be returned to his/her former position.

Approved Date: 07/11/00

Revised Date: 01/01/09, 03/16/10

Reviewed Date: 01/21/25

4D.109 Bone Marrow Leave and Organ Donation Leave

Bone Marrow Leave: (MN Stat 181.945)

In accordance with Minnesota law, employees may be granted a paid leave for undergoing medical procedures to donate bone marrow. Employees must work an average of 20 hours or more per week to qualify for the paid leave. The total length of leave for this purpose will normally not exceed 40 hours unless an extension is approved by the Executive Director. Verification by a physician of the purpose and length of the leave is required. At the conclusion of a bone marrow leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Organ Donation Leave: (MN Stat 181.946)

Regular employees who work an average of 20 or more hours per week, who seek to undergo a medical procedure to donate an organ or partial organ, shall be granted paid leave of absence. The combined length of leaves shall be determined by the employee, but may not exceed forty (40) hours during any twelve (12) month period, unless agreed to by the employer.

GRRL may require verification by a physician for the purpose and length of each leave requested by the employee to facilitate the organ donation. If there is a medical determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the employee prior to such medical determination is not forfeited. At the conclusion of the leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Approved Date: 07/11/00

Revised Date: 01/01/09, 3/16/10

Reviewed Date: 01/21/25

4D.~~11~~¹⁰ Jury Duty Leave

Any employee shall be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties. In the case of jury duty during regularly scheduled hours, the employee will be paid their regular wage, but will be asked to forfeit the court fee, exclusive of reimbursement for expenses, to the library.

Approved Date: 07/11/00

Revised Date: 05/14/02, 03/15/11

Reviewed Date: 01/21/25

4D.~~12~~¹¹ Voting Leave

GRRL believes that employees should be afforded the opportunity of voting in elections. In accordance with this philosophy, GRRL will grant its employees approved time off to vote.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Employees will be paid regular pay for this time. Employees are required to work with their supervisors to schedule time off for voting to accommodate work schedule demands.

This policy is not applicable to non-voting activities.

Approved Date: 03/18/08

Reviewed Date: 01/21/25

4D.~~13~~¹² Educational Leave

Leaves of absence without pay for educational purposes may be granted by the Executive Director. Educational leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12-week increments. An educational leave will only be granted for time spent at an accredited academic institution. Time off without pay will be granted after accrued PTO has been expended. If the educational leave is specifically required by Great River Regional Library and the employee has received approval from the department coordinator, director and Board of Trustees, leave with pay may be granted.

Approved Date: 07/11/00

Revised Date: 01/01/09, 03/15/11

Reviewed Date: 01/21/25

4D.~~14~~¹³ Personal Leave

Leaves may be granted by the Executive Director to employees for personal reasons not included in the leaves listed. A personal leave without pay will be granted after accrued PTO has been exhausted, under special circumstances, or for new employees who are not yet eligible to use PTO. Consideration will be given to the importance or necessity of the request, the workload and staffing of the department prior to approving the request, and the employee's length of employment and attendance record. Depending on the circumstances, an employee may be required to make up some or all of the time they have missed for any unpaid personal leave.

Approved Date: 07/11/00

Revised Date: 03/19/19, 01/21/25

Reviewed Date: 01/21/25

4D.~~15~~¹⁴ Paid Administrative Leave

At the Executive Director's discretion, an employee may be placed on paid administrative leave pending the outcome of an investigation of a critical incident an employee has been involved in or when his/her continued presence in the workplace poses a risk to the employee or the organization. In the event the incident or matter involves the Executive Director, the Board or a Board appointed designee shall have the authority to place the Executive Director on such a paid administrative leave.

Administrative leave is not charged against an employee's PTO or ESLB balances.

The Executive Director or Board appointed designee shall notify the employee in writing that they are being placed on a non-disciplinary, paid administrative leave pending the outcome of an investigation and provide the name of a GRRL contact person.

If the paid administrative leave extends past thirty (30) days, the employee shall be notified of the reasons for the continuance of the leave. It is GRRL's intent to return an employee to work as soon as it is practical and prudent under the circumstances.

Approved Date: 03/15/11

Reviewed Date: 01/21/25

4D.1615 Executive Director Leave of Absence

The Executive Director position is critical to the success of the Great River Regional Library (GRRL). This policy is primarily designed to ensure that the organization has leadership and effective management in the event the director is unable to fulfill his or her duties due to a short or long-term absence. Failure to comply with this policy may result in disciplinary action up to, and including, termination.

Definitions

- **Short-Term Absence** – up to 12 weeks consistent with FMLA qualified absences or up to 26 weeks under the Military Service Member Family Leave.
- **Long Term Absence** – greater than 12 weeks. Long-term absences will be evaluated on a case-by-case basis.
- **Planned Absence** – an absence that is known in advance. Planned absence may include scheduled Paid Time Off (PTO) or pre-approved Leaves of Absence.
- **Unplanned Absence** – an absence that arises unexpectedly.

Basics of the Policy

The GRRL Board of Trustees (hereinafter “Board”) authorizes the Personnel Committee to implement the terms of this leave of absence policy.

- **Planned Absence**

It is the responsibility of the Executive Director to inform the GRRL Board Chair and the Personnel Committee Chair of a planned absence, and to make appropriate plans for duty coverage. Planned short-term absences do not trigger the implementation of this policy under ordinary circumstances.

Planned long-term absences may trigger the implementation of this policy. This will be decided by the Board on a case-by-case basis.

- **Unplanned Absence**

In the event of an unplanned absence, a special meeting of the Personnel Committee will be called within one (1) week of notification of the unplanned absence. The length of the unplanned absence will be considered when implementing the terms of this leave of absence policy.

It is the responsibility of the Associate Director, Human Resources to immediately inform the Board of an unplanned absence of the Executive Director. It is the responsibility of the Executive Director, or a personal representative of the Executive Director, to regularly communicate with the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair regarding the anticipated return to work date. Communication will occur weekly and will be shared with the full Board.

As soon as feasible following notification of an unplanned absence, the Associate Director, Human Resources, GRRRL Board Chair, and Personnel Committee Chair shall implement the procedures in this policy. If procedures need to be modified prior to implementation, the GRRRL Board Chair shall convene an Executive Committee meeting.

Short-Term Absence of Executive Director

- **Appointing an Acting Executive Director**

Based on the anticipated duration of the absence and accessibility of the current Executive Director, an Acting Executive Director will automatically be appointed by the Board from existing Associate Director or Patron Services Supervisor level staff. Eligibility for this appointment will be dependent on an MLS degree, which is required by Minnesota Rules. If more than one employee holds an MLS degree, the appointment will be based on:

- level of position, with preference given to the Associate Director level,
- years of service in an administrative role.
- **Authority, Restrictions and Compensation of the Acting Executive Director**

The Acting Executive Director reports to the GRRRL Board Chair.

The Acting Executive Director shall have full authority for the same day-to-day decision making and independent action as the regular Executive Director.

Any staff termination decisions shall be made in consultation with the Personnel Committee, which may require a special meeting of the committee.

As soon as possible, the GRRRL Board Chair and Acting Executive Director shall announce the organization's temporary leadership structure to staff, the Board of Trustees, and the public including key supporters.

The Acting Executive Director will be offered no additional compensation.

- **Return After Absence**

The Executive Director will return from a leave of absence upon release to work from the medical provider or by Board approval through a special session.

Long-Term Absence of Executive Director

If the Executive Director is not released from the medical provider to return to work after the 12-week FMLA qualified period or is unable to return to work for any other reason, s/he must request an additional leave of absence. The new request will be evaluated by the GRRRL Board of Trustees for approval.

The intent to request an additional leave of absence must be submitted in writing to the Associate Director, Human Resources, GRRRL Board Chair, and Personnel Committee Chair as soon as practicable

under the facts and circumstances of the particular case, but in no event later than the expiration of the initial 12-week period.

The request must set forth the reason for the leave and the anticipated duration of the leave. If the leave is for medical reasons, the request should include information from a medical provider that may be considered in reaching a decision regarding a long-term medical leave of absence. This information includes:

1. Diagnosis of the condition.
2. On what basis the diagnosis is made.
3. Based on the job description for the Executive Director position:
 - a. Is the individual currently able to perform the essential duties of the enclosed job description, with or without reasonable accommodation?
 - b. If the answer to question 3a above is no, how soon will s/he be able to perform the essential duties of the enclosed job description, with or without accommodations.
4. Type of accommodations the individual will need in order to perform the essential functions of the job.
5. Expected duration of the medical condition. Is the condition expected to change over the course of its duration? Please explain.
6. Is there any other information that would assist GRRL in evaluating the individual's employment situation?

Permanent Change in Executive Director

It is considered a voluntary resignation if the Executive Director does not return to work from a leave of absence, either after the initial 12-week period or within the board designated return to work date without making an additional leave request as soon as practicable under the facts and circumstances of the particular case, but in no event later than the end of the approved leave.

The GRRL Board of Trustees will hold a special meeting and appoint an Interim Executive Director within 10 business days.

Transition and Search Committee

The GRRL Board will consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search.

The GRRL Board may assign individuals to the Transition and Search Committee. The Transition and Search Committee will plan for the recruitment and selection of a permanent Executive Director. Final recommendation will be presented to the GRRL Board for approval.

Approved Date: 03/16/10

Revised Date: 08/19/14, 09/16/2014

Reviewed Date: 01/21/25

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Chapter 4D. Leaves of Absence

Leaves of Absence (LOA) are authorized absences from work with or without pay intended to assist employees through unusual or difficult times in their lives. If the leave is foreseeable, it must be requested a minimum of 30 days in advance. When the reason for leave is not foreseeable, it must be requested as soon as practicable. All requests for leave must be sent to the Associate Director – Human Resources. Absences for medical reasons (of employee or family member) resulting in more than three (3) consecutive calendar days may require the completion of a Leave of Absence Request Form. The Human Resources department will use this form to determine whether a leave of absence should be initiated and if Family and Medical Leave Act (FMLA) applies.

LOAs may be granted upon written request stating the reason for such leave and the expected length and must have written authorization of the employee's supervisor and the Executive Director. Leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12-week increments. Extending an absence without prior approval will be considered an unauthorized absence and will be treated as a resignation.

Except as required by law, GRRL cannot guarantee to hold a position open for an employee on leave. GRRL will try to reinstate staff into a comparable position with similar pay rate, hours and duties. This may not include exact work schedule.

Employees on personal leaves will be required to use all paid time off before a leave without pay will be granted. GRRL reserves the right to require employees to make up time without pay when the situation warrants. Employees granted leaves with pay shall continue to accrue Paid Time Off (PTO). PTO does not accrue during any unpaid portion of an LOA. An employee's anniversary date will be adjusted for any leave extending 6 months. Employees are responsible for ALL insurance premiums during an unpaid LOA. Premium payments must be made in advance for your insurance coverage. Arrangements for such payments must be made through Accounting.

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis. All applicable leaves, including Minnesota Paid Leave, will run concurrently.

Except as otherwise stated, all paid time off, taken under any of GRRL's leave programs, must be taken consecutively, with no intervening unpaid leave. GRRL will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Approved Date: 07/11/00
Revised Date: 11/21/23, 11/18/25
Effective Date of Revision: 01/01/26
Reviewed Date: 01/21/25

4D.1 Earned Sick and Safe Leave

Earned Sick and Safe Leave (ESSL) is paid time off earned at one hour of Earned Sick and Safe Time for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with GRRL. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for GRRL.

(a) Earned Sick and Safe Time use

The leave may be used as it is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes for the following circumstances:

An employee's own:

- Mental or physical illness, injury or other health condition
- Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telecommute because the employee is prohibited from working by GRRL due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the GRRL has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a

communicable disease, whether or not the family member has actually contracted the communicable disease

- Bereavement
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, step-parent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, GRRL requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than two consecutive days, GRRL may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. GRRL will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with

state law, GRRL will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

The documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by Earned Sick and Safe Time.

(d) Carryover of Earned Sick and Safe Leave

Employees are eligible for carryover of accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

(e) Retaliation prohibited

GRRL shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system GRRL may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive GRRL's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their GRRL employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the GRRL and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

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Revised Date: 01/21/25, 11/18/25

Effective Date of Revision: 12/24/23, 01/01/26

4D.2 Minnesota Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take up to 12 weeks of unpaid leave under the Pregnancy and Parenting Leave Act of Minnesota. Leave can be used for pregnant employees for prenatal care, or incapacity due to pregnancy,

childbirth, or related health conditions, as well as for a biological or adoptive parent in conjunction with the birth or adoption of a child.

The leave must begin within twelve (12) months of the birth or adoption of the child, except in the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital. The employee may continue all group insurance during the leave while paying appropriate co-pays. The employee will be permitted to return to his/her former position or a comparable position at the same rate of pay and benefits. Unless the employee is on Minnesota Paid Leave, they will be required to use all their available PTO. If the employee has any FMLA eligibility remaining at the time the leave commences, the leave will also count as FMLA leave. The two leaves will run concurrently. Pregnancy and Parenting Leave will also run concurrently with Minnesota Paid Leave.

Approved Date: 07/11/00

Revised Date: 07/19/16, 11/18/25

Effective Date of Revision: 01/01/26

Reviewed Date: 01/21/25

4D.3 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)

Employees are permitted to use PTO benefits for absences due to illness of a child. The amount of paid leave is limited to the employee's available PTO benefits. Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under the Family Medical Leave Act (FMLA). For more information regarding FMLA and eligibility, see section 4D.4 Medical Leave.

As with employees, GRRL may require a physician's medical statement as evidence that the employee's child was ill. This statement may be required whenever GRRL deems it necessary or reasonable. The employee will be returned to his/her former position.

Approved Date: 07/11/00

Revised Date: 01/20/09, 05/21/13

Reviewed Date: 01/21/25

4D.4 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)

Medical Leave, including Family Medical Leave Act (FMLA), may apply to PTO requests for medical reasons. Absences for medical reasons of more than three (3) consecutive calendar days may require a physician's statement stating the cause of the absence. This will be used to determine if the leave of absence should be initiated and if FMLA applies.

A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

Overview of FMLA

Employees who have worked at least 1250 hours (estimated average of 24 hours per week) in the 12-month period directly preceding the leave and have been employed for at least 12 months may be

granted a leave under the Family Medical Leave Act of 1993 (FMLA) for their own serious health condition, the serious health condition of a spouse, parent or minor child, birth/adoption/foster care of a child, for reasons related to or affected by a family member called to active military duty or already on active duty, or to care for a family member injured or recovering from an injury suffered while on active military duty. An employee is entitled to up to 12 weeks of leave during a 12-month period (extended up to 26 weeks for Injured Service member Leave). Part-time employees may request a prorated 12 weeks of leave or a reduced schedule as stated by law, or if medically necessary. The 12-month period is measured forward from the first day an employee uses any leave under the FMLA. A written request at least 30 days in advance, whenever possible, is required. Employees may be required to use PTO and/or ESLB before requesting a leave without pay. Employees may be eligible for consecutive and/or intermittent leave. Intermittent leave must be taken as full shifts.

If eligible for FMLA benefits, GRRL will continue the employee's benefit offerings for the duration of the leave at current rates unless the employee elects not to continue coverage. If the employee terminates employment with GRRL while on leave and the termination is not due to a serious health condition or circumstances beyond the employee's control, GRRL may recover the cost of its share of insurance premiums paid on the employee's behalf. At the conclusion of the FMLA, GRRL will reinstate the employee into the prior position or to a position with equivalent benefits, pay and other conditions of employment.

FMLA Medical Leave Due to Birth of a Child

Employees will be required to use PTO, or take leave without pay, depending upon the type of leave requested. Either parent may take this leave. Parents who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the birth. As this leave may run concurrently with both Minnesota Paid Leave and Minnesota Parental Leave, for six (6) weeks of this leave, employees may choose to use available PTO or ESLB to supplement paid leave benefits. If not utilizing approved Minnesota Paid Leave, employees will be required to use all accrued PTO before time without pay will be granted.

FMLA Medical Leave Due to Adoption or Foster Care of a Child

Employees will be required to use either PTO or take leave without pay, depending upon the type of leave requested. Either parent may take this leave. Parents who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one (1) year of the adoption or foster care placement. As this leave may run concurrently with both Minnesota Paid Leave and Minnesota Parental Leave, for six (6) weeks of this leave, employees may choose to use available PTO or take time off without pay. If not utilizing approved Minnesota Paid Leave, employees will be required to use all accrued PTO before time without pay will be granted.

FMLA Medical Leave Due to Serious Health Condition of Self, Spouse, Parent, or Minor Child

Unless an employee is on Minnesota Paid Leave, they will be required to use all their PTO before time without pay will be granted. Employees on approved Minnesota Paid Leave may elect to use PTO to supplement paid leave payments. Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under FMLA.

GRRL may require a physician's medical statement as evidence that there is a serious health condition. This statement may be required whenever GRRL deems it necessary or reasonable.

When requesting time off from work for a FMLA, the employee must submit a completed Leave Request form available from Human Resources.

Definition of Serious Health Condition (applicable to FMLA only)

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than three (3) consecutive calendar days and have ongoing medical treatment;
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Employees will be required to use all available PTO before ESLB time or time off without pay will be allowed, unless they are on approved Minnesota Paid Leave. Employees on approved Minnesota Paid Leave may elect to supplement their paid leave benefit with PTO.

FMLA Military Exigency Leave (Active Duty)

Eligible employees whose spouse, son, daughter or parent is on covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

For a member of the Reserve components of the Armed Forces, members of the National Guard or Reserves, covered active duty or call to covered active duty status means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

“Son or daughter of a covered service member” means a covered service member’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

This leave will run concurrently with Minnesota Paid Leave.

FMLA Military Caregiver Leave

This leave may extend to up to 26 weeks in a 12-month period for an eligible employee to care for a covered service member whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

"Son or daughter of a covered service member" means a covered service member's biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. "Parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law."

"Next-of-kin" of a covered service member is defined as the covered service member's nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA, in which case the designated individual shall be deemed the covered service member's next of kin. The regulations provide that all family members sharing the closest level of familial relationship to the covered service member shall be considered the covered service member's next of kin, unless the covered service member has specifically designated an individual as his or her next of kin for military caregiver leave purposes. In the absence of a designation, where a covered service member has three siblings, for example, all three siblings will be considered the covered service member's next of kin.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.

This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks. This leave will run concurrently with Minnesota Paid Leave.

Approved Date: 07/11/00

Revised Date: 03/17/15, 11/18/25

Effective Date of Revision: 01/01/26

Reviewed Date: 01/21/25

4D.5 Minnesota Paid Leave (PFML)

Overview of PFML

GRRL provides time off to eligible employees who qualify for Minnesota Paid Leave (PFML) benefits under Minnesota law. GRRL is a participant in the State of Minnesota's Paid Leave program. PFML benefits are funded through premium contributions payable to the State of Minnesota. The premium costs will be split between GRRL and the employee.

Eligibility for PFML

Eligibility determinations for PFML benefits are made by the State of Minnesota. Generally, to be eligible for PFML, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

PFML Benefit Amount

An employee's weekly PFML benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage of PFML

The State of Minnesota may approve PFML leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another eight (8) weeks of medical leave for their serious health condition. Your benefit year starts the first day you take paid leave. There is no waiting period for PFML if you are granted the benefit.

PFML Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

Eligibility

In addition to the other eligibility requirements under the Minnesota Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

Notice

In situations when employees seek PFML on an intermittent basis, employees must make reasonable effort to provide written notice the Associate Director – Human Resources of the need for intermittent leave before applying for PFML benefits through the State program. As part of the notice, employees must provide GRRL with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Increments of Leave and Maximum Number of Hours

Employees may take intermittent leave in increments of one calendar day. If eligible for intermittent leave, GRRL allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous PFML provided the continuous leave does not exceed the maximum amount of PFML allowed by law.

PFML Definitions

- Family member includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy or surgery.

Notice of PFML

Prior to starting a claim with the State, employees must reach out to the Associate Director – Human Resources to notify your intention to take leave. If the need for leave is foreseeable, we require that you provide a minimum of at least two weeks notice prior to taking leave. If the leave is not foreseeable, you will still be able to take leave under PFML and we ask that you provide as much notice as practicable.

How to Apply for Minnesota Paid Leave

After your leave has been discussed with the Associate Director – Human Resources you may apply for PFML through that Minnesota Paid Leave’s portal online or via any other method approved by the state of Minnesota.

Interaction with Other Laws and Benefits

PFML will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state or federal law, which may include Family Medical Leave Act (FMLA) and/or Minnesota Women’s Economic Security Act (WEST) pregnancy and parenting leave.

Supplementing PFML Benefits with Accrued Paid Leave

GRRL allows you to supplement, or “top off”, your PFML benefits with any accrued but unused paid leave. If you choose to supplement your PFML benefits in this way, the combined weekly sum of PFML benefits and GRRL-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW).

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on PFML, GRRL will continue to provide group health insurance coverage for an employee on PFML under the same conditions as the coverage was provided

before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to GRRL in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, GRRL will provide written notice to the employee at least 15 days before the coverage is terminated listing the file date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of the premium payments for their group health insurance coverage must be prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement following PFML

Upon return from covered PFML, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length of service credit and seniority credit as the date of leave as long as you have worked for GRRL for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodations), GRRL may engage in an interactive process, consistent with the Americans with Disability Act (ADA) and/or the Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

GRRL will not interfere or retaliate against employees who request or take leave in accordance with the Minnesota Paid Leave law.

Approved Date: 11/18/25

Effective Date: 01/01/26

4D.6 Military Ceremony Leave (Minn. Stat. § 181.948)

An employee may be granted unpaid leave to attend the sendoff or homecoming ceremony of an immediate family member who has been ordered into active military service in support of a war or other national emergency. This does not include active duty for training or general missions.

Time requested is granted upon the Executive Director's discretion and may be limited to the actual time necessary to attend the ceremony. The Executive Director may limit Military Ceremony Leave for an employee to no more than one day, which is defined as an eight (8) work hours, in any calendar year.

1. For this policy only, "employee" does not include independent contractors.

2. "Immediate family member" is defined as a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse or fiancé/fiancée.

Approved Date: 07/11/00

Revised Date: 05/14/02, 09/19/06

Reviewed Date: 01/21/25

4D.7 Military Injury/Funeral Leave (Minn. Stat. § 181.947)

An employee whose immediate family member is injured or killed while serving on active military service, may be granted up to 10 days of unpaid leave by the Executive Director.

"Active service" includes both federal and state active military service for any purpose, including training.

1. For this policy only, "employee" includes independent contractors.
2. "Immediate family member" is defined as the deceased or injured service member's parent, child, grandparent, sibling or spouse.

Approved Date: 09/19/06

Reviewed Date: 01/21/25

4D.8 Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d))

Members of the National Guard or other reserve units who are required to take part in military duty can arrange to take vacation time if eligible or obtain a leave of absence without pay. An employee who is called into active service with the armed forces under any Federal or State statute will be re-employed in accordance with the provisions of the applicable statutes, provided that the employee is able and qualified to perform the duties of the job available.

See also FMLA Military Exigency Leave above.

Approved Date: 09/19/06

Revised Date: 03/20/12, 05/21/13

Reviewed Date: 01/21/25

4D.9 Minnesota School Conference and Activities Leave (Minn. Stat. 181.9412)

Employees who give proper notice will be granted up to 16 hours during a 12-month period for the purpose of attending school conferences and school-related activities of the employee's child, provided that such conferences and activities cannot be scheduled during non-work hours. Where an employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use this leave time to attend a conference or activity of the employee's child, or to observe or monitor the services or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. Employees are asked to give reasonable notice of the need

for this leave. Employees may choose to use PTO to pay for this leave. The employee will be returned to his/her former position.

Approved Date: 07/11/00

Revised Date: 01/01/09, 03/16/10

Reviewed Date: 01/21/25

4D.10 Bone Marrow Leave and Organ Donation Leave

Bone Marrow Leave: (MN Stat 181.945)

In accordance with Minnesota law, employees may be granted a paid leave for undergoing medical procedures to donate bone marrow. Employees must work an average of 20 hours or more per week to qualify for the paid leave. The total length of leave for this purpose will normally not exceed 40 hours unless an extension is approved by the Executive Director. Verification by a physician of the purpose and length of the leave is required. At the conclusion of a bone marrow leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Organ Donation Leave: (MN Stat 181.946)

Regular employees who work an average of 20 or more hours per week, who seek to undergo a medical procedure to donate an organ or partial organ, shall be granted paid leave of absence. The combined length of leaves shall be determined by the employee, but may not exceed forty (40) hours during any twelve (12) month period, unless agreed to by the employer.

GRRL may require verification by a physician for the purpose and length of each leave requested by the employee to facilitate the organ donation. If there is a medical determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the employee prior to such medical determination is not forfeited. At the conclusion of the leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Approved Date: 07/11/00

Revised Date: 01/01/09, 3/16/10

Reviewed Date: 01/21/25

4D.11 Jury Duty Leave

Any employee shall be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties. In the case of jury duty during regularly scheduled hours, the employee will be paid their regular wage, but will be asked to forfeit the court fee, exclusive of reimbursement for expenses, to the library.

Approved Date: 07/11/00

Revised Date: 05/14/02, 03/15/11

Reviewed Date: 01/21/25

4D.12 Voting Leave

GRRL believes that employees should be afforded the opportunity of voting in elections. In accordance with this philosophy, GRRL will grant its employees approved time off to vote.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Employees will be paid regular pay for this time. Employees are required to work with their supervisors to schedule time off for voting to accommodate work schedule demands.

This policy is not applicable to non-voting activities.

Approved Date: 03/18/08

Reviewed Date: 01/21/25

4D.13 Educational Leave

Leaves of absence without pay for educational purposes may be granted by the Executive Director. Educational leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12-week increments. An educational leave will only be granted for time spent at an accredited academic institution. Time off without pay will be granted after accrued PTO has been expended. If the educational leave is specifically required by Great River Regional Library and the employee has received approval from the department coordinator, director and Board of Trustees, leave with pay may be granted.

Approved Date: 07/11/00

Revised Date: 01/01/09, 03/15/11

Reviewed Date: 01/21/25

4D.14 Personal Leave

Leaves may be granted by the Executive Director to employees for personal reasons not included in the leaves listed. A personal leave without pay will be granted after accrued PTO has been exhausted, under special circumstances, or for new employees who are not yet eligible to use PTO. Consideration will be given to the importance or necessity of the request, the workload and staffing of the department prior to approving the request, and the employee's length of employment and attendance record. Depending on the circumstances, an employee may be required to make up some or all of the time they have missed for any unpaid personal leave.

Approved Date: 07/11/00

Revised Date: 03/19/19, 01/21/25

Reviewed Date: 01/21/25

4D.15 Paid Administrative Leave

At the Executive Director's discretion, an employee may be placed on paid administrative leave pending the outcome of an investigation of a critical incident an employee has been involved in or when his/her continued presence in the workplace poses a risk to the employee or the organization. In the event the incident or matter involves the Executive Director, the Board or a Board appointed designee shall have the authority to place the Executive Director on such a paid administrative leave.

Administrative leave is not charged against an employee's PTO or ESLB balances.

The Executive Director or Board appointed designee shall notify the employee in writing that they are being placed on a non-disciplinary, paid administrative leave pending the outcome of an investigation and provide the name of a GRRL contact person.

If the paid administrative leave extends past thirty (30) days, the employee shall be notified of the reasons for the continuance of the leave. It is GRRL's intent to return an employee to work as soon as it is practical and prudent under the circumstances.

Approved Date: 03/15/11

Reviewed Date: 01/21/25

4D.16 Executive Director Leave of Absence

The Executive Director position is critical to the success of the Great River Regional Library (GRRL). This policy is primarily designed to ensure that the organization has leadership and effective management in the event the director is unable to fulfill his or her duties due to a short or long-term absence. Failure to comply with this policy may result in disciplinary action up to, and including, termination.

Definitions

- **Short-Term Absence** – up to 12 weeks consistent with FMLA qualified absences or up to 26 weeks under the Military Service Member Family Leave.
- **Long Term Absence** – greater than 12 weeks. Long-term absences will be evaluated on a case-by-case basis.
- **Planned Absence** – an absence that is known in advance. Planned absence may include scheduled Paid Time Off (PTO) or pre-approved Leaves of Absence.
- **Unplanned Absence** – an absence that arises unexpectedly.

Basics of the Policy

The GRRL Board of Trustees (hereinafter “Board”) authorizes the Personnel Committee to implement the terms of this leave of absence policy.

- **Planned Absence**

It is the responsibility of the Executive Director to inform the GRRL Board Chair and the Personnel Committee Chair of a planned absence, and to make appropriate plans for duty coverage. Planned short-term absences do not trigger the implementation of this policy under ordinary circumstances.

Planned long-term absences may trigger the implementation of this policy. This will be decided by the Board on a case-by-case basis.

- **Unplanned Absence**

In the event of an unplanned absence, a special meeting of the Personnel Committee will be called within one (1) week of notification of the unplanned absence. The length of the unplanned absence will be considered when implementing the terms of this leave of absence policy.

It is the responsibility of the Associate Director, Human Resources to immediately inform the Board of an unplanned absence of the Executive Director. It is the responsibility of the Executive Director, or a personal representative of the Executive Director, to regularly communicate with the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair regarding the anticipated return to work date. Communication will occur weekly and will be shared with the full Board.

As soon as feasible following notification of an unplanned absence, the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair shall implement the procedures in this policy. If procedures need to be modified prior to implementation, the GRRL Board Chair shall convene an Executive Committee meeting.

Short-Term Absence of Executive Director

- **Appointing an Acting Executive Director**

Based on the anticipated duration of the absence and accessibility of the current Executive Director, an Acting Executive Director will automatically be appointed by the Board from existing Associate Director or Patron Services Supervisor level staff. Eligibility for this appointment will be dependent on an MLS degree, which is required by Minnesota Rules. If more than one employee holds an MLS degree, the appointment will be based on:

- level of position, with preference given to the Associate Director level,
- years of service in an administrative role.

- **Authority, Restrictions and Compensation of the Acting Executive Director**

The Acting Executive Director reports to the GRRL Board Chair.

The Acting Executive Director shall have full authority for the same day-to-day decision making and independent action as the regular Executive Director.

Any staff termination decisions shall be made in consultation with the Personnel Committee, which may require a special meeting of the committee.

As soon as possible, the GRRL Board Chair and Acting Executive Director shall announce the organization's temporary leadership structure to staff, the Board of Trustees, and the public including key supporters.

The Acting Executive Director will be offered no additional compensation.

- **Return After Absence**

The Executive Director will return from a leave of absence upon release to work from the medical provider or by Board approval through a special session.

Long-Term Absence of Executive Director

If the Executive Director is not released from the medical provider to return to work after the 12-week FMLA qualified period or is unable to return to work for any other reason, s/he must request an additional leave of absence. The new request will be evaluated by the GRRL Board of Trustees for approval.

The intent to request an additional leave of absence must be submitted in writing to the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair as soon as practicable under the facts and circumstances of the particular case, but in no event later than the expiration of the initial 12-week period.

The request must set forth the reason for the leave and the anticipated duration of the leave. If the leave is for medical reasons, the request should include information from a medical provider that may be considered in reaching a decision regarding a long-term medical leave of absence. This information includes:

1. Diagnosis of the condition.
2. On what basis the diagnosis is made.
3. Based on the job description for the Executive Director position:
 - a. Is the individual currently able to perform the essential duties of the enclosed job description, with or without reasonable accommodation?
 - b. If the answer to question 3a above is no, how soon will s/he be able to perform the essential duties of the enclosed job description, with or without accommodations.
4. Type of accommodations the individual will need in order to perform the essential functions of the job.
5. Expected duration of the medical condition. Is the condition expected to change over the course of its duration? Please explain.
6. Is there any other information that would assist GRRL in evaluating the individual's employment situation?

Permanent Change in Executive Director

It is considered a voluntary resignation if the Executive Director does not return to work from a leave of absence, either after the initial 12-week period or within the board designated return to work date without making an additional leave request as soon as practicable under the facts and circumstances of the particular case, but in no event later than the end of the approved leave.

The GRRL Board of Trustees will hold a special meeting and appoint an Interim Executive Director within 10 business days.

Transition and Search Committee

The GRRL Board will consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search.

The GRRL Board may assign individuals to the Transition and Search Committee. The Transition and Search Committee will plan for the recruitment and selection of a permanent Executive Director. Final recommendation will be presented to the GRRL Board for approval.

Approved Date: 03/16/10

Revised Date: 08/19/14, 09/16/2014

Reviewed Date: 01/21/25



Leadership Support Team Transition

Submitted by Brandi Canter, Executive Director

BOARD ACTION REQUESTED

☐ Information

☐ Discussion

☒ Approve/Accept

RECOMMENDATION

Continue with the former Executive Director's part time schedule, which began October 6, 2025, until the transition is complete or March 31, 2026, whichever comes first.

BACKGROUND INFORMATION

☐ Supporting Documents Attached

Karen Pundsack would continue to support GRRL through the Associate Director – Accounting and Patron Services Supervisor transitions. She would work on-call, no more than 8 hours per week. The position would continue to be non-exempt and paid at the Executive Director's current hourly rate.

FINANCIAL IMPLICATIONS

Estimated Cost: The Executive Director's salary is already part of the 2026 budget. This would not exceed the budgeted salary.

Funding Source: Personnel Salaries

Budgeted: ☒ Yes ☐ No ☐ N/A

ACTION

☐ Passed

☐ Failed

☐ Tabled