Waverly Public Library
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Waverly Public Library Director Leave Policy

Planned and Unplanned Emergency Leave Taken by the Library Director

It is the responsibility of the WPL's Board of Trustees (Board) to ensure the duties of the library director are being executed in a continuous, effective, and proper fashion. Because of this, it is important the Board, in full cooperation with the director, establish how these duties will be executed in the event of either a planned or unplanned absence of the director lasting more than five (5) days.

To ensure the continuity of her/his responsibilities, the director shall, on an annual basis, identify one WPL staff member, appropriately trained & deemed "Deputy Director", who can temporarily assume library leadership responsibilities. The director shall, on or about July 1 of each year, share the name of this appointed staff member with the Board president and chair of the Personnel and Policies Committee.

In the event the director requests an emergency leave of five days or more, she/he is encouraged to use any leave appropriately afforded to City of Waverly employees (reference: City of Waverly Employee Handbook, pps. 45-52), including when paid and unpaid leave is granted. Section 13.4, page 49 of the Handbook also specifies the conditions under which the director may use unused vacation days, with pay, to extend a leave. At the time a leave notification is made to the City, she/he shall also notify the Board president of the request and the expected duration of this absence.

In the event an unplanned absence of the director occurs, the director, library staff, the Board president, and the Personnel and Policies Committee shall work collaboratively to fulfill all possible duties and responsibilities of the director in her/his absence.

The Director is encouraged to notify the deputy director whenever an absence is anticipated.

Approved by the Board 9-13-22 EM
Revised & approved 7-08-25 sccm