

- .01 Leave of absence without pay may be granted to an employee where, in the opinion of the Employer, such leave will not adversely affect the operational efficiency of the Library. Leaves of absence may include leaves for the purpose of furthering an Employee's education.
- .02 A request for leave of absence without pay shall be made in writing to the employee's immediate supervisor, and shall state the proposed length and purpose of the leave.
- .03 Where an application for leave of absence without pay is denied, the employee shall be advised of the reason(s) for the denial.

