



## Comsewogue Public Library

### *Catastrophic Leave Policy*

Catastrophic Leave is designed to assist employees in times of a pandemic\* or epidemic\*. The purpose is to lift the burden off our employees in either of the above scenarios.

The Library will grant up to two weeks of paid leave, without having to use their accrued time, to any employee who is diagnosed or is under a mandatory quarantine from a medical physician. Employees who have not been diagnosed or quarantined but are symptomatic may use their accrued time. If diagnosed or quarantined from a medical physician, they would then be entitled to this paid leave.

Catastrophic Leave for part-time employees who are not already on the schedule would be calculated at their “regular schedule” (based on a pattern of the previous three months of scheduled hours).

**\*Epidemic:** An outbreak of disease that attacks many peoples at about the same time and may spread through one or several communities. **Pandemic:** When an epidemic spreads throughout the world.

*Board approved March 16, 2020*