

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

Name of Policy: **EDUCATIONAL LEAVE**

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**Purpose:** With the approval of the Trustees, the Director may grant an educational leave of absence without pay to an employee when enrolled in an approved course of instruction that is related to employment at the Library.

**Procedure:**

- a. The employee must make this request in writing to the Director with at least 1(one) month notice.
- b. The duration of the leave is directly related to the length of the course but may be up to 1 (one) year.
- c. The Director may renew this leave with the approval of the Trustees.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees