

SUNSHINE HALL FREE LIBRARY  
By-Laws & Policy Manual  
(Approved: December 18, 2012)

**C. FAMILY LEAVE**

The Director may use sick/personal/vacation time for Family Leave. Continued compensation may be given under the Disability Insurance.

**D. JURY DUTY**

- 1) Absence for jury duty will be compensated for only the employee's normally scheduled hours of work.
- 2) Arrangements for jury duty must be made when the notice is received.
- 3) Jury duty pay is to be given to the Library.

**E. HOLIDAYS**

The director will be paid for the hours they would have worked on legal holidays that fall on days the employee is normally scheduled to work.

**F. BEREAVEMENT**

Each employee shall receive up to three days bereavement leave in the event of the death of any immediate (or immediate like) family member, without charge to any accrued leave. Such leave is to be used at the time of bereavement. "Immediate Family Member" shall include spouse, child, parent, parent-in-law, grandparent, sibling, or other person(s) with whom the employee may reside and have an immediate family-like relationship.

→ **V. CREDIT CARD POLICY**

- A. The Sunshine Hall Free Library will establish charge accounts with suppliers and businesses that will recognize the Library's tax-exempt status and bill the Library for purchases made by authorized personnel. The Director will hold the charge cards. The establishment of centralized purchasing will alleviate the need to accommodate more than one purchaser.
- B. The Director of The Sunshine Hall Free Library shall hold the bank credit card (VISA).

**VI. PATRONS CODE OF CONDUCT**

- A. To allow all patrons of the Sunshine Hall Free Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees had adopted the following rules and regulations:
  - 1) Patrons shall engage in activities associated with the use of the library such as reading, studying, using library materials or participating in scheduled events. Those loitering will be asked to leave the premises.
  - 2) Patrons shall respect the rights of other patrons. Patrons shall not harass or seriously annoy others through noisy or boisterous activities or by displaying print or non-print materials of an offensive nature to others, or by behaving in a manner which could reasonably be expected to disturb, frighten or embarrass other patrons, volunteers or staff. Those exhibiting these types of behavior will be asked to leave, if the behavior warrants the patron will not be allowed to return. (See #16).