

7.7 Discontinuance of TADL Email and Phone during Unpaid Leave

In situations where a TADL employee is on an unpaid leave from work such as during a long-term disability leave (when an employee is receiving long-term disability benefits), when an employee is suspended or placed on administrative leave, or other situations compelling an employee’s extended unpaid period of leave away from work, TADL shall discontinue the employee’s access to his/her library email account and phone. During an unpaid leave, TADL employees are not allowed to perform any work on behalf of the Library. The purpose of this policy is to define the employee’s status as being on unpaid leave/non-working status in order to protect the employee’s continued access to long-term disability benefits, if any, and to protect TADL from wage and hour claims based on uncompensated work hours. Listed below are guidelines that TADL will use to govern unpaid leave/non-working status situations.

Long-Term Disability Leave

An employee who has been determined to be “disabled” by TADL’s long-term disability insurer shall be denied access to his/her TADL email account and phone (including call forwarding to an employee’s personal phone) during the duration of the long-term disability status. Upon an employee’s return to a working status, his/her access to TADL email and phone will be restored.

Suspension/Administrative Leave

When an employee is suspended or placed on administrative leave, his/her access to TADL email and phone will be discontinued for the duration of the suspension/administrative leave period. Access to TADL email and phone will be restored upon return to working status.

Policy 7.7 *Discontinuance of TADL Email and Phone during Unpaid Leave* is new on 11-20-14

Motion By: Marek

Support By: Jones

Adopted: Y N



J. Beasley, Board Secretary