

To: Montana State library Commission
From: Karen Strege
Re: Leave without Pay
Date: December 9, 2002

Last year, the Commission approved my request for 15 days of leave of absence without pay (LWOP) during 2002. The Commission also agreed to evaluate my use of LWOP in December. I have used none of this leave, but plan to use a few days before the end of this year. I have used 73 hours of Family Medical Leave Act (FMLA) during this year.

I am requesting the same amount of LWOP for 2003. Following MSL policy, I will use all accrued leave or compensatory time before requesting this leave. State policy considers this length of LWOP as short-term and does not result in a break of service for the purpose of health or retirement benefits.

I have talked to program managers and they have no concerns with this request. I will not request leave when it might negatively impact the agency and/or program managers. Of course, I plan no extended leave during the upcoming legislative session.

Last year, I used the following procedure when making my request:

The State Librarian shall contact the Chair of the Commission to request LWOP. The request will state the days requested and designate a program manager who will be charge during her absence. The State Librarian will also inform the Chair if the request will result in overtime or compensatory time for other employees or will result in a negative impact on the agency's budget or productivity. The Chair will notify the State Library within one week of his decision.

I appreciate your consideration of this request.