

## Sick Leave Notification

State of Utah policy requires that employees notify their supervisor by telephone each morning prior to the beginning of their scheduled workday when the employee is absent due to illness or injury. If the supervisor does not answer their phone, it is acceptable to leave a message on voice mail.

Librarians who work in the Bookmobile program should attempt, whenever possible, to employ a relief driver to cover the scheduled service stops in the absence of the Librarian. USL staff are available to assist in this endeavor if needed.