

PAID TIME OFF BEFEFITS (PTO) |

Paid Time off benefits may be used after 3-month probationary period of employment. Paid time off must be taken in full-day increments. Benefits are calculated based on individual employees' regularly scheduled weekly hours. The established benefit year is the fiscal year July 1 through June 30. Paid time off shall be prorated during the employee's first and last year of employment based upon the date of hire. Paid time off must be taken within the fiscal year. Benefits may not be accrued from one fiscal year to the next. Unused PTO will be paid on a pro rata basis to members of the staff who resign.

Employees must submit written request for paid time off two weeks prior to dates requested (see Paid Time Off Request Form). Requests will be considered in the order in which they are received. Approval will be based on the Library's needs, including staffing and programming schedule. Time off during the busy months of July and August is discouraged.

Seasonal, Call-in and part-time employees who work less than 17.5 hours per week do not receive Paid Time Off benefits.

PTO BENEFITS for **PART-TIME EMPLOYEES (17.5 hours per week or more)**

Date of hire through 5 years of continuous service receive 2.5 weeks paid time off per fiscal year
Date of hire over 5 years continuous service receive 3.5 weeks paid time off per fiscal year

PTO BENEFITS for **FULL-TIME EMPLOYEES (35 hours per week)**

Date of hire through 5 years of continuous service receive 3.5 weeks paid time off per fiscal year
Date of hire over 5 years continuous service receive 4.5 weeks paid time off per fiscal year

SICK TIME BENEFITS

Sick Time benefits may be taken in hourly increments. Sick Time benefits are calculated based on individual employees' regularly scheduled weekly hours. The established benefit year is the fiscal year July 1 through June 30. Sick time shall be prorated during the employee's first and last year of employment based upon the date of hire. Sick time off must be taken within the fiscal year. Benefits may not be accrued from one fiscal year to the next. Unused Sick Time is not payable upon resignation. Seasonal or Call-in employees are not entitled to Sick Time benefits.

SICK TIME BENEFITS for PART-TIME EMPLOYEES (17.5 hours per week or more)

In addition to the PTO referred to above, part-time employees who work 17.5 hours or more are eligible for up to 17.5 hours paid sick time per fiscal year to care for him/herself or immediate family members. In addition, part-time employees are entitled to a sufficient period of time at their regular hourly rate, not exceeding four (4) hours annually, to undergo screening for cancer.

SICK TIME BENEFITS for FULL-TIME EMPLOYEES (35 hours per week)

In addition to the PTO referred to above, full-time employees who work 35 hours per week are eligible for up to 35 hours paid sick time per fiscal year to care for him/herself or immediate family members. In addition, full-time employees are entitled to a sufficient period of time, at their regular hourly rate, not exceeding four (4) hours annually, to undergo screening for cancer.

PAID FAMILY LEAVE BENEFITS

The Montauk Library participates in Paid Family Leave. Paid Family Leave provides eligible employees job-protected, paid time off to:

- >Bond with a newly born, adopted or fostered child
- >Care for a family member with a serious health condition
- >Assist loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service

Instructions to apply for Paid Family Leave benefits are available at <https://paidfamilyleave.ny.gov/employees>

Approved by the Montauk Library Board of Trustees

June 20, 2022