

Montauk Library Personnel Policy

Revised June, 2021

Leave of Absence

The Director may grant leaves of absence, without pay, to full time employees. Leaves of more than three months must also have the approval of the Board of Trustees. Such leaves must be for serious reasons, must be requested in writing and must be for a specific period of time. The Director and the Board of Trustees assume the responsibility for deciding in each case whether the granting of leave is warranted.

Leave may not be granted (except for maternity/paternity) if the absence of the employee making the request will, in the opinion of the Director, negatively affect the operations of the Library. Part time employees may be granted leaves of absence without pay, with the approval of the Director, for a period not to exceed six months.

Any time granted to employees for leaves of absence will be covered by staffing decisions made by the Director.