

## PAID TIME OFF (PTO)

Paid Time off benefits may be used after a 3-month probationary period of employment. Paid time requests in full-day increments is highly encouraged. Benefits for part-time employees 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 a written request for paid time off two weeks prior to dates requested (see PTO Request Form). All requests are granted at the Director's discretion. 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.

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

Full time employees receive 7 weeks (35 days) of paid time off per fiscal year plus four (4) hours per fiscal year to undergo screening for cancer.

### PTO BENEFITS for **PART-TIME EMPLOYEES (17.5 hours – 34 hours per week)**

Part time employees receive 5 weeks (based on standard work week) of paid time off per fiscal year plus four (4) hours per fiscal year to undergo screening for cancer.

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

Adopted by the Montauk Library Board of Trustees  
March 20, 2023