

Montauk Library

Employee Paid Time Off (PTO) Benefits Policy

Eligibility and General Guidelines

Library employees regularly scheduled to work 17.5 or more hours per week are eligible to receive Paid Time Off (PTO) benefits. Employees regularly scheduled to work less than 17.5 hours per week, seasonal employees and call-in employees are not eligible to receive PTO benefits.

The benefit year aligns with the fiscal year: July 1 – June 30. PTO must be used within the fiscal year it is awarded; benefits do not carry over from year to year, with the exception of unused Sick time (see below).

Requests for PTO in full-day increments are strongly encouraged.

PTO is prorated during an employee's first and final year of employment based on the date of hire or separation. Upon separation from employment, unused Sick time will be paid on a prorated basis.

Scheduling and Requests

Employees must submit a written PTO request at least two weeks in advance to their Department Head using the Montauk Library PTO Request Form.

Final PTO approval is at the discretion of the Director. Requests are considered in the order they are received. Approval is based on the operational needs of the Library, including staff coverage and programming schedules.

Requests for time off during July and August are highly discouraged due to peak activity during those months.

Definition of Sick Time

Out of respect for fellow employees and to help maintain a healthy workplace, employees are encouraged to stay home when they are unwell. Employees should notify their supervisor as early as possible when taking sick time. Sick time is paid leave granted to employees for the purpose of recovering from illness or injury, or for attending to health-related needs that prevent them from performing their job duties. Examples of acceptable uses of sick time include:

- Personal illness, injury, or medical condition
- Medical, dental, or mental health appointments (including for ongoing treatments such as physical therapy or counseling)
- Recovery from surgery or medical procedures
- Caring for an immediate family member who is ill or injured

A doctor's note may be required for absences longer than three consecutive days.

PTO Benefits by Employment Category

Full-Time Employees (35 hours/week)

Personal Time: 3 days per year

Vacation: 4 weeks per year

Sick Time: 84 hours per year

- Unused sick days may roll over to the next fiscal year
- Upon separation, unused sick time will be paid out at 50% of its value

Health Screening Leave: 4 hours per fiscal year, during scheduled work hours, to undergo cancer screening, as required by NYS law.

Part-Time Employees (17.5 – 34 hours/week)

Vacation benefits are provided on a **prorated** basis according to the employee's regularly scheduled hours.

Vacation: 2 weeks per year (prorated)

Personal Time: 1 day per year

Sick Time: 40 hours per year

- Unused sick days may roll over to the next fiscal year
- Upon separation, unused sick time will be paid out at 50% of its value

Health Screening Leave: 4 hours per fiscal year, during scheduled work hours, to undergo cancer screening, as required by NYS law.

Adopted by the Montauk Library Board of Trustees

May 19, 2025