

General Attendance Expectations

All employees are expected to report for and work all scheduled shifts. Reliable attendance and punctuality are essential to maintaining operational stability, fairness among team members, and responsible payroll management.

Employees are expected to be on time and ready to work at the start of their scheduled shift. Repeated tardiness, early departures, or extended breaks beyond approved limits are considered attendance violations.

Time off must follow established procedures and receive prior supervisor approval unless due to an emergency.

This policy ensures fairness, protects benefit eligibility standards, and maintains a reliable and equitable work environment for all employees. A pattern of absenteeism, excessive unpaid time off requests, repeated tardiness, repeated last-minute call-outs, early departures without approval, or failure to maintain required weekly hours, may result in disciplinary action, up to and including discharge.

Please note: Unless unavoidable due to emergency circumstances, there must always be a minimum number of three employees on staff during operating hours.

Part-Time Employees

Part-time employees are expected to report for all scheduled shifts and to arrive on time and prepared to work.

Part-time employees who are not eligible for PTO are expected to maintain consistent attendance and report for all scheduled shifts. Time away from scheduled work is permitted only in the event of an emergency and must be communicated to a supervisor as soon as possible.

Part-time employees who accrue Paid Time Off (PTO) may request time off using available PTO, subject to Supervisor approval.

Unpaid time off is highly discouraged and will only be considered in emergency situations. Unpaid absences:

- Disrupt operations
- Place additional burden on fellow employees
- May result in unbudgeted payroll expenses when coverage is required

Part-time employees working fewer than 17 hours per week do not accrue PTO and are expected to report for all scheduled shifts. Absences will only be excused in verified emergency situations.

Repeated tardiness, early departures, or failure to complete scheduled shifts may result in disciplinary action.

Full-Time Employees

Full-time employees are held to a high standard regarding attendance and must ensure adequate attendance and punctuality due to the responsibilities and benefits associated with full-time status.

Unpaid time off, not including an approved leave of absence, is not permitted for full-time employees except in cases of extreme emergency and must receive Director approval.

Repeated tardiness, leaving early without approval, or failure to meet scheduled hours may result in disciplinary action and may impact full-time status.

Benefit Eligibility Requirement

Eligibility for full-time benefits — including health insurance and other employer-sponsored benefits — requires employees to maintain an average of **35 hours per week**.

- The 35-hour requirement may be met through:
 - Regular worked hours
 - Approved vacation time
 - Personal time
 - Sick leave
 - Other approved PTO

Unpaid time off does not count toward the 35-hour weekly requirement.

Failure to maintain the required 35-hour average may result in:

- Loss of full-time status
- Loss of benefit eligibility
- Adjustment of employment classification

Management reserves the right to review hours worked on a rolling or designated measurement period to determine continued eligibility.

Call-Out, Tardiness, and Emergency Procedures

In the event of an emergency or unavoidable delay:

Employees must notify their Supervisor as soon as possible and no later than before the start of their scheduled shift.

If running late, employees must notify their Supervisor prior to the start of the shift and provide an estimated arrival time. PTO will be used to meet scheduled work hours.

Documentation may be required depending on the situation.

Consequences for Non-Compliance

The Library expects employees to be present and ready to work from when their shift begins until it ends. Sick leave, personal leave and other forms of paid time off are only to be used as specified in the Library personnel manual. Excessive absenteeism and/or tardiness will not be tolerated and may be grounds for discipline, up to and including discharge. That includes, but is not limited to, use of authorized leave time when such use is excessive, exhibits patterns of abuse and/or is without sufficient warning.

Approved by the Montauk Library Board of Trustees, March 16, 2026