

## Coburn Free Library Sick Leave Policy (approved 5.19.22)

In accordance with the New York State Sick Leave law that went into effect on September 30, 2020, Coburn Free Library will provide all employees with paid sick time in the following manner:

Part-time employees will accrue one (1) hour for every 30 hours worked.

The maximum annual use of sick leave for Coburn Free Library is set at 40 hours. Employees may ask for a waiver of this cap by making a written request to the director and Board of Trustees. This request must provide proof of extenuating circumstances that make use of extended leave appropriate. Approval of such waiver is at the complete discretion of the Board. The waiver will be voted on at the next Board of Trustees meeting or by special vote if requested by the Library Director.

Sick Leave can be used for:

- Employee's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for employee's mental or physical illness or injury.
- Covered family member's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for a covered family member's mental or physical illness or injury.
- Absences related to employee's status as a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking.
- Absences related to a covered family member's status as a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking.

The term "family member" includes an employee's child (biological, adopted, or foster child; a legal ward; or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step, or adoptive parent; legal guardian; or the person who stood in loco parentis when the employee was a minor child), sibling, grandchild, or grandparent, and the child or parent of an employee's spouse or domestic partner.

Unused sick leave will be carried over into the following year up to 40 hours (based upon what was earned and/or used the previous year).

Employees may request, in writing or verbally, a summary of the amount of sick leave accrued and used by the employee. This will be provided within 3 business days of the request.

Coburn Free Library will **not** pay out any unused sick time upon separation of employment.

## Coburn Free Library Personal Time Off Policy (approved 8.18.22)

Coburn Free Library will provide all permanent employees with personal time off (PTO) in the following manner:

Permanent employees will accrue one (1) hour of personal time off for every 30 hours worked. For new employees, accrual begins at the date of hire and may begin being used after 6 months of employment.

Use of PTO:

- Personal time off should be requested before the monthly schedule is posted with a minimum of two weeks lead time. Other requests may be made but are less likely to be approved.
- PTO must be planned in advance and approved by the Executive Director.
- Management will do its best to work PTO requests into the staff schedule but due to the small size of the staff, there will be times when PTO requests are not approved. Factors include multiple requests, legally protected leave such as FMLA, overall staffing needs, and/or other factors.

Unused PTO will be carried over into the following year up to 10 hours (based upon what was earned and/or used the previous year).

Maximum PTO annual usage for part-time employees is 40 hours. Maximum PTO usage for full-time employees is 80 hrs. Employees may ask for a waiver of this cap by making a written request to the director. This request must provide proof of extenuating circumstances that make the use of extended leave appropriate. Approval of such waiver is at the complete discretion of the executive director.

Employees may request in writing a summary of the amount of PTO leave accrued and used by the employee. This will be provided within 3 business days of the request.

Coburn Free Library **will** pay out a maximum of 12 hours of unused PTO upon separation of employment for employees in good standing. Good standing applies to employees who voluntarily separate from the library and provide 14 days notice prior to separation.

**Personal Time Off (PTO) Policy**  
**ACKNOWLEDGEMENT/CERTIFICATION**

(To be completed by Employees)

I, \_\_\_\_\_, hereby certify that:

1. I have received a copy of the Coburn Free Library's Personal Time Off (PTO) Policy (the "Policy");
2. I have read and understand the Policy; and
3. I agree to comply with the Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Coburn Free Library Board of Trustees reserves the right to amend this policy with no prior notice.

**Sick Leave Policy**  
**ACKNOWLEDGEMENT/CERTIFICATION**

(To be completed by Employees)

I, \_\_\_\_\_, hereby certify that:

1. I have received a copy of the Coburn Free Library's Sick Leave Policy (the "Policy");
2. I have read and understand the Policy; and
3. I agree to comply with the Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Coburn Free Library Board of Trustees reserves the right to amend this policy with no prior notice.