

**LEAVE BENEFITS**

Leave credits earned for the entire calendar year are granted to the employee the first day of the new calendar year.

**I. Vacation Leave**

All employees are eligible for vacation leave credits, which the use of must be approved in advance by the employee's supervisor.

Full-time employees who suffer an illness or disability occur during a scheduled vacation may request the leave be charged against their accumulated sick leave pending the presentation of medical documentation to the personnel office.

Part time employees will be reassessed by their supervisor at the end of the calendar year to determine if the hours worked qualify them for a different tier of vacation time. Part-time employees promoted to full-time status within the same class position will have their service time prorated, with every 1 year of part time service counting as 6 months of full time.

Full-time employees with a professional class position, such as librarians, are credited with 24 days of vacation and can carry over a maximum accumulation of 50 days in a calendar year. Following an initial completion of ten years of service, an employee earns additional days of vacation.

<b>Completed Years</b>	<b>Vacation Days</b>
10	29
25	34

Full-time employees with a clerical or labor class position, are credited with 10 days of vacation and can carry over a maximum accumulation of 50 days in a calendar year. Following an initial completion of five years of service, an employee earns additional days of vacation.

<b>Completed Years</b>	<b>Vacation Days</b>
5	15
10	20
15	25
25	30

Part-time employees are credited with vacation credits commensurate with their work schedule and can carry over a maximum accumulation of 50 hours in a calendar year.

<b>Scheduled Hours</b>	<b>Clerical or Labor</b>	<b>Professional</b>
	<b>Vacation Hours</b>	<b>Vacation Hours</b>
08 - 12	12	24
13 - 16	16	32
17 - 20	20	40
21 - 25	25	50
26 - 30	30	60

## II. Sick Leave

Full-time employees are credited with 12 days of sick leave and can carry over an unlimited accumulation in a calendar year. These credits may be used for personal illness and visits to a doctor or dentist or other recognized medical practitioner. Additionally, sick leave may be used for illness or death in the immediate family.

Employer may require satisfactory medical documentation before approving a charge against sick leave. Should this not be provided, the employer reserved the right to deny the use of sick time and instead use vacation time. If vacation time is not available, the absence will be treated as a leave without pay.

Should an illness or injury prevent the performance of an employee's job duties, all sick leave credits must be exhausted before using other leave credits. Once all leave credits are exhausted, an employee can request see if they qualify for any disability benefits outlined in *Policy 500-10C COMPENSATION & BENEFITS* or request an unpaid leave of absence.

## III. Personal Leave

Full-time employees are credited with 3 days of personal leave. It may be used for such activities as the conduct of personal business or religious holiday observance, and may also be used as vacation. Personal leave not used within a year is forfeited.

## IV. Holidays

Full-time employees are credited with 12 days of holiday leave to observe holidays, when the facility is closed. Employee are not eligible for holiday leave while on an unpaid leave of absence when the holiday occurs.

Full-time employees are credited with 2 days of floating holiday leave to observe holidays, where the facility is open. It may be used for such activities as the conduct of personal business or religious holiday observance, and may also be used as vacation. These credits must be used as a full day and cannot be broken down into hours. Floating holidays not used within a year is forfeited.

Connetquot Public Library observes the following holidays:

New Year's Day	January 1	Closed
Martin Luther King's Day	Third Monday in January	Closed
Lincoln's Birthday	February 12	Open
President's Day	Third Monday in February	Closed
Memorial Day	Last Monday in May	Closed
Juneteenth	June 19	Closed
Independence Day	July 4	Closed
Labor Day	First Monday in September	Closed
Columbus Day	Second Monday in October	Closed
Election Day	First Tuesday in November	Open
Veteran's Day	November 11	Closed
Thanksgiving Day	Fourth Thursday in November	Closed
Christmas Eve	December 24	Closed
Christmas Day	December 25	Closed

If an observed holiday falls on a Sunday, the facility will usually be closed on the following Monday. The facility is closed on the following Sundays: Easter, Mother's Day and the day before Memorial Day; and follows Saturday hours on New Year's Eve.

## V. Other Leaves

### A. Bereavement

Full-time employees are eligible for up to 5 days when a death occurs in the immediate family, defined as: spouse, children (step), parents (step and in-laws), grandparents, grandchildren, siblings (step), and member of family living in the same household. They are eligible for up to 1 day when a death occurs in the extended family, defined as: siblings (in-law), grandparent (in-law), uncles, aunts, nephew, nieces, or cousin.

Part-time employees are eligible for up to 1 week, commensurate with their work schedule, when a death occurs in the immediate family, as defined above. They are eligible for up to 3 and one-half hours when a death occurs in the extended family, as defined above.

## **B. Jury Duty**

Full-time employees are eligible for paid leave when summoned for jury duty until they are dismissed. Part-time employees will be compensated at 40 dollars per day should the first three days jury duty overlap with their work schedule. After this, the employee will receive this jury fee from NYS. Please see the personnel office for more information.

## **C. Cancer Screening**

All employees are eligible for up to 4 hours for cancer screenings which takes place during their work schedule. Employer will require satisfactory medical documentation before approving this paid leave.

## **VI. Unpaid Leaves**

Employment and paid benefits are protected for all leave taken under this section. There will no loss of any leave benefit credits accumulated prior to the start of the leave, however, these credits will not be accrued during the period of leave.

### **A. Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act of 1993 requires the granting of leave to employees for serious family or personal illness or in connection with the birth or placement of a child for adoption or foster care. Employees are eligible for coverage if they have been employed by New York State for at least one cumulative year and have performed a minimum of 1250 hours of service during the 12 consecutive months immediately preceding the date the leave is requested to begin. FMLA leave is unpaid leave. However, an employee may elect to charge appropriate leave credits, such as sick or vacation.

Eligible employees may take leave for up to 12 workweeks in a calendar year for the following reasons: the birth of the employee's child and to care for the child; the placement of a child with the employee for adoption or foster care; to care for a spouse, child, or parent who has a serious health condition; or a serious health condition that renders the employee incapable of performing the functions of his or her position.

Employees are entitled to continuation of health and certain other insurances during any period of FMLA leave. For further information on the FMLA, to determine whether eligibility requirements are met, or to obtain an application for family and medical leave, employees should contact their personnel office.

### **B. Leave of Absence**

All employees are eligible to request an unpaid leave of absence of longer than two weeks. Full-time employees are only eligible once all benefit leave credits have been exhausted. All request must be for a stipulated period of time, submitted in writing and are pending approval of the Executive Director. If granted, employment and paid benefits are protected. There will no loss of any leave benefit credits accumulated prior to the start of the leave, however, these credits will not be accrued during the period of leave.

Any employee on an unpaid leave of absence for more than 1 year without receiving Social Security disability insurance (SSDI) or LTD insurance will be terminated from employment and forfeit all paid benefits. Any employee on an unpaid leave of absence for more than 1 year who do receive SSDI or LTD insurance will have their leave extended up to another 1 year. As per Suffolk County Civil Service, an employee will be terminated from employment and forfeit all paid benefits at the end of this second year.

## **VII. Separation**

Upon separation of employment, benefit time will be prorated to reflect time earned during the calendar year.

Unused benefit time will be calculated at the employee's current pay rate and added to their payroll earnings.

If an employee expended more benefit time than earned, it will be deducted from their final payroll earnings. Should this not be enough, the employee is require to remit payment to the employer for the remaining balance.

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