

Sick Leave Policy

It is the responsibility of each employee to report to work regularly and to be on time. The Library permits 40 hours of sick leave annually to full-time employees, accruable up to a maximum of 480 hours. There is no financial compensation for unused sick days upon termination of employment.

Part-time employees will accrue 1 hour for every 30 hours worked. Accruals will start on September 30, 2020 for all existing employees, and will be available for use on January 1, 2021. For all new employees, accruals will start at the time of hire. There is no financial compensation for unused sick days upon termination of employment.

Full time employees may use up to 40 hours of sick leave a year or however many hours are available based on the employee's accruals.

For part time employee's unused sick leave will be carried over in to the following year up to 40 hours based upon what was earned and/or used the previous year.

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 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.

Employees may request in writing or verbally that an employer provide a summary of the amount of sick leave accrued and used by the employee, which Seneca Falls Library must provide within 3 business days of the request.

Chronic absenteeism and/or tardiness can be detrimental to the Library, may place undue burdens on fellow employees and could negatively affect service to Library patrons.

SENECA FALLS LIBRARY POLICY MANUAL

The Library Director is responsible for enforcing this policy among his or her staff and ensuring that absenteeism is recorded, tracked, and held in the employee's personnel file. Employees are responsible for notifying the Library Director whenever they are going to be late, sick or absent and provide the reason.

Absenteeism and tardiness will be evaluated with the following in mind: the number of absences or tardiness within a specific time period, and the nature/timing of the absences or tardiness (e.g. frequent occurrences before or after vacations or holidays etc.).

When necessary, the Director – in conjunction with the Personnel Committee of the Board of Trustees – may initiate disciplinary action. In the Library Director's case, the Board President – in conjunction with the Personnel Committee – may initiate disciplinary action.

History:

Approved by the Board of Trustees on October 19, 2020

Re-Approved by the Board of Trustees on September 15, 2025