

3. Workplace Policies

3.1 Paid Holidays

New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Juneteenth, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, and Christmas Day.

The library will be closed Easter Sunday and any staff member normally scheduled to work Sundays will be rescheduled to work a weekday.

Should Christmas, New Year's, or July 4th fall on a Sunday; the library will celebrate the holiday according to the State & Federal calendar. The library will be closed on Sunday and State and Federal designated holiday with any individual normally scheduled to work both Sunday & designated holiday rescheduled to work one (1) weekday.

Approved: July 13, 2021

3.2 Vacation Leave

A vacation is primarily for a change and relaxation.

Vacation time with pay shall be granted, work schedule permitting, at the time requested by the employee. If work makes it necessary to limit the number of employees on vacation at the same time, employees with seniority shall be given choice of vacation time.

Vacation time must be used within the calendar year. There will be no carryover.

Years of Service	Vacation (working) days
0-1 year	½ day for each year
1-4 years	10 days
5-11 years	15 days
12-14 years	20 days
15-19 years	22 days
20 or more years	25 days

Approved: September 14, 2021

*Omitted? The Oswego Public Library Director's leave of over three weekdays should be submitted to the Chair of the personnel and services committee for approval. If the chair is not available, the board president may handle this.

Request for vacation leave must be submitted to the Oswego Public Library Director in writing at least two (2) weeks before the date that the leave will begin. Every effort will be made to accommodate leave request during holiday. But staffing may preclude approval of our request

3.2a Vacation request form

VACATION/PERSONAL/SICK TIME
Oswego Public Library

Date _____

From _____

Position: _____

To: Personnel Representative/Board of Trustees

I request the following day(s) as () vacation () Personal () Bereavement () birthday

Date (s) requested _____

Signature of staff member _____

Your request () is approved () is not approved Date _____

Signature of Board Representative _____

I have taken _____ days of **vacation** time prior to this request. Upon approval of this request, I will have _____ days remaining. I am entitled to (5) (10) (15) (17) vacation days per year. (Circle the number of vacation days that you are entitled to.)

I have taken _____ days of **personal** time prior to this request. Upon approval of this request, I will have _____ days remaining. I am entitled to 2 personal days.

I am entitled to 1 **birthday** day per year to use when I wish. Upon approval of this request, I will have 0 remaining.

I have taken _____ days of **bereavement** time prior to this request. Upon approval of this request, I will have _____ days remaining. I am entitled to 3 bereavement days per year.

I have _____ sick days remaining.

3.3 Sick Leave Policy

After a probationary period of three (3) months, all full time and regular part-time employees receive 12 paid sick days per year.

All eligible employees accrue one sick day of sick leave benefits for each calendar month in which the employee works. All unused sick leave will be carried over to the next calendar year. Employees will be reimbursed up to forty (40) days worth of sick time upon separation of service.

Temporary employees are ineligible for paid sick leave benefits. Sick leave is provided to protect employees in cases of actual sickness and should not be considered as an alternative way to get additional vacation time.

Employees may use accrued leave following a written request to the director for the following reasons impacting the employee or members of their family for whom they are providing care or assistance with care.

For doctors appointments, but I'm sure adequate staffing, request must be submitted to the director at least one week in advance excepting any emergency.

For mental or physical illness, injury, or a health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or

For the diagnosis, care, or treatment of mental or physical illness, injury or health condition or need for diagnosis or preventative care.

Approved: July 13, 2021

3.4 Sick Bank for Staff

The purpose of the SICK BANK is to provide participating staff with additional paid sick leave in the event of surgery or catastrophic illness, with an extended recuperation period.

The Sick Bank policy is created and administrated by the staff. It is then accepted by the Board of Trustees.

Definition of SICK DAY:

- for full time staff, one sick day equals 7 hours;
- for 20 hour per week staff, one sick day equals 4 hours (even if scheduled to work 20 hours within a 3 day span);
- For 25 hour per week staff, one sick day equals five (5) hours (even if scheduled to work 25 hours within a 4 day span.);
- for 30 hour per week staff one sick day equals 6 hours (even if scheduled to work the full 30 hours over a 4 day span).

No one may participate in the SICK BANK during the first year of employment with the Library.

Participating staff members must contribute a minimum of one (1) day per year. Once these days are turned over to the SICK BANK, approval by the committee will be required to use these days.

Days offered to the SICK BANK will be deducted from staff members' sick leave on the day of their donation, if there is a current need for days. If the SICK BANK becomes depleted of hours, participants may be asked to contribute extra time.

Donations to the SICK BANK may be done at any time of the year. A committee of three (3) individuals will act on any requests to use time from the SICK BANK. The Director will be one of the committee members. The other two will be volunteers but must be approved by the SICK BANK participants.

Members must request use of SICK BANK time in writing prior to the need, if at all possible.

Members must have used all of their sick leave and personal leave prior to using time from the SICK BANK.

The committee will meet to discuss the request. Response should be made as soon as humanly possible.

At the end of the fiscal year if the employee has returned to work and has been cleared to work their regularly scheduled hours, unused sick bank time is to be returned to the sick bank

SICK BANK time will be distributed at the discretion of the committee.

If the member chooses to use the SICK BANK time as well as State Insurance Fund or Worker's Compensation Board time, the Library will be reimbursed a portion of that time. Any days or partial days reimbursed by the State Insurance Fund or Worker's Compensation Board for days deducted from the SICK BANK shall be restored to the BANK and not to the individual.

Members who are eligible for the Board's sick leave reimbursement upon retirement may choose to donate any excess unused sick leave to the SICK BANK. Members who are not eligible for the Board's sick leave reimbursement upon retirement may choose to donate any unused sick leave to the SICK BANK. Members who are leaving the employment of the library, but not retiring, may choose to donate any unused sick leave to the SICK BANK. The donation may occur *at any time* during the fiscal year.

Permission to establish & maintain SICK BANK given from the Board to the staff Aug 2007

Approved May 4, 2014

3.5 Personal Leave

It is the policy of the library to grant employees personal days to meet personal and individual needs.

All employees with more than six (6) months of service shall be entitled to two (2) paid personal days per calendar year, with approval of the Director.

Personal days must be approved in advance, except in the cases of emergency.

Personal days may not be carried over into the next calendar year.

Personal leave is not to be used to extend vacation leave or sick leave.

Employees, if possible, must give the Director 24 hours' notice of their intention to take a personal day.

One day per year, paid, may be taken for a birthday which may be used at any time during the calendar year with no carryover.

Revised 6/2021

3.6 Bereavement Leave Policy

Full-time employees are entitled to three (3) days leave with pay upon the death of a member of the immediate family to attend to family matters within the state of New York and up to five (5) days leave with pay if outside the state.

Immediate family is defined as employee's spouse, domestic partner, child, legal ward, grandchild, foster child, mother, father, legal guardian, grandmother, grandfather, brother, sister, father-in-law, mother-in-law, and or other relatives residing in the employee's household.

For the death of a person(s) other than those defined above, an employee is entitled to one (1) day of leave with pay.

Part-time employees are entitled to be paid for any of the three succeeding working days from date of death which the part-time employee would have normally worked.

Notice to the Director for bereavement leave, should be given as soon as possible.

Revised 6/2021

3.7 Jury Duty

If a library employee is called to jury duty, the library will release the employee and assure no loss of wages for their scheduled hours. No employee shall be penalized for jury duty. If fee and expenses paid to juror do not equal or exceed wages normally paid by the library, these fees will be turned over to the library director and the employee will be paid their wages as usual. Further, those required to appear in court on matters related to the library and at the request of the library will be granted time off with pay.

Approved 6/3/14

3.8 Leave of Absence

An employee may be granted a leave of absence without pay upon recommendation of the Director and approval of the Board of Trustees. Leave of Absence may be requested for; school attendance, travel, illness not covered by sick leave, family – maternity – paternity leave, or work experience elsewhere that would benefit the library. Whenever possible, an employee wishing Leave of Absence must notify the Director in writing at least 14 days in advance. This written notice includes expected dates the Leave should begin and end, and the reason for the request. If two or more employees wish a leave of absence at the same time, seniority will prevail.

Revised 6/2021

3.9 Military Leave

A full-time or part-time regular employee who is a member of the National Guard or of a reserve component of the Armed Forces of the United States who is required to attend annual field training will be granted a leave of absence with full pay less compensation earned in performance of such training.

This leave is in addition to vacation leave. If a regular employee is called to active duty, an indefinite military leave of absence without pay will be granted. The employee should apply for reinstatement at least 60 days prior to the date on which he/she intends to return. If the return occurs within six months, the employee will be reinstated in the original position without loss of seniority. If the return occurs after six months, and the original position is not available, a comparable or similar position will be offered. Seniority will not accrue during this second six-month period

Approved 6/3/14