



## **RJCL HOLIDAY AND LEAVE POLICY**

The Roeliff Jansen Community Library recognizes that time away from work is necessary for a good work-life balance and for productive employees. RJCL provides paid holidays, vacation, and paid time off for all employees working 20 or more hours per week on a regular basis and sick and safe leave for all employees working less than 20 hours per week on a regular basis. For employees working 20-37.5 hours per week on a regular basis, one day equals 7.5 hours. Employees working less than 20 hours per week on a regular basis are awarded leave by the hour.

### **Vacation Time**

RJCL provides paid vacation time for employees who work 20 or more hours per week on a regular basis.

#### **30 or more hours / week**

- Employees working 30 or more hours a week are allotted 10 Vacation Days per calendar year.
- Employees working 30 or more hours a week hired within the first six months of the year are allotted one additional Vacation Day per calendar year effective January 1 of their third calendar year of employment, and one day per year thereafter.
- Employees hired in the second six months of the year will receive an additional day starting January 1 of their fourth calendar year, and one day per year thereafter.
- The maximum yearly allotment is 30 days per year.

#### **20-29 hours / week**

- Employees working 20-29 hours a week are allotted 4 Vacation Days per calendar year.
- Employees working 20-29 hours a week hired within the first six months of the year are allotted one additional one-half Vacation Day per calendar year effective January 1 of their third calendar year of employment, and one half day per year thereafter.

- Employees hired in the second six months of the year will receive an additional half day starting January 1 of their fourth calendar year, and one-half day thereafter.
- The maximum yearly allotment is 14 days per year.

**For all employees working 20 or more hours / week**

- New employees do not receive vacation time until they have been employed for six months. They shall receive their six-month allotment upon completing six months of employment.
- Employees may carry over 50% of their Vacation Days to the following calendar year, but it must be used no later than July 1 of that year; otherwise it is forfeited.
- Employees will be paid for unused Vacation Days at the time their employment is terminated up to three weeks' pay. Employees terminated for cause will not receive payment for unused Vacation Days.
- Vacation time must be scheduled in advance and approved by the Library Director (or the Board President or HR Chair in the case of the Director) who will consider the needs of the Library.
- An employee may not take more than two weeks of consecutive vacation leave without approval by the Library Director. The Director (or the Board President or HR Chair in the case of the Director) has the sole discretion to grant or deny such request and will take into account the overall interests of the library and the employee's job seniority.

**Less than 20 hours / week**

- Employees working less than 20 hour per week do not earn vacation time.

**Paid Time Off**

RJCL provides Paid Time Off (PTO) in lieu of sick leave and personal days for employees who work 20 or more hours per week on a regular basis. For employees who work 20 hours a week or more, PTO may be used for Sick and Safe Leave as described below.

**30 or more hours / week**

- Employees working 30 or more hours a week are allotted 9 days of PTO each year effective January 1.

**20-29 hours / week**

- Employees working 20-29 hours a week are allotted 5.5 days of PTO each year effective January 1.

**For all employees working 20 or more hours / week**

- New employees will be awarded PTO on a pro rata basis during their first year.
- Unused PTO cannot be carried over into the next calendar year.
- Employees will not be paid for unused PTO at the time their employment is terminated.
- When possible, employees should schedule PTO in advance with the Library Director (or the Board President or HR Chair in the case of the Director).

## Sick and Safe Leave

In accordance with the New York State Paid Sick Leave Law, RJCL also provides paid Sick and Safe Leave for employees who work less than 20 hours per week on a regular basis.

### **Less than 20 hours per week**

- Employees working fewer than 20 hours per week on a regular basis earn 1 hour of Sick and Safe Leave for every 30 hours worked.
- Sick and Safe Leave is accrued over time and unused sick leave may be carried over to the following calendar year. An employee may use no more than 40 hours of Sick and Safe Leave in any single calendar year.
- Employees will not be paid for unused Sick and Safe Leave at the time their employment is terminated.
  - Sick and Safe Leave may be used for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:
    - For mental or physical illness, injury, or 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 a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.
    - For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
      - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
      - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
      - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
      - to file a complaint or domestic incident report with law enforcement;
      - to meet with a district attorney's office;
      - to enroll children in a new school; or
      - to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.
    - For purposes of this policy, a "family member" is defined as an employee's (1) spouse, (2) domestic partner, (3) child (biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis), (4) parent (biological, foster, step, or adoptive parent, a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child), (5) sibling (includes half, adopted, or step sibling), (6) grandchild, (7) grandparent, (8) the child or parent of the employee's spouse or domestic partner, (9) any other individual

related by blood to the employee, and (10) any other individual whose close association with the employee is the equivalent of a family relationship.

### **Unpaid Leave**

An employee may request an unpaid leave. The Library Director (or the Board President or HR Chair in the case of the Director) may grant or deny such leave, taking into account such factors as the overall interests of the Library, the employee's seniority, and any other factors that they deem relevant.

### **Emergency Closings**

If the Library closes due to weather or other emergency, employees who work 20 or more hours a week who are scheduled to work that day will be paid for their usual hours.

### **Jury Duty**

Employees who must attend jury duty on scheduled work days will be paid for their usual hours for those days.

### **Holidays**

RJCL closes for 14 holidays per year; New Year's Day, Martin Luther King Jr. Day, Presidents Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus/Indigenous Peoples Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas. Five of these always fall on a Monday, when the library is closed. Specific holidays may be changed at the discretion of the Board of Trustees.

#### **30 or more hours / week**

- Employees working 30 or more hours a week will be paid for 11 holidays. Because there are only 9 holidays that do not always fall on a Monday, staff may take 2 "floating" holidays within two weeks of 2 of the Monday holidays. If more than 5 holidays fall on a Monday in a given calendar year, staff may take additional floating holidays, with the total number equal to the number of Monday holidays. In addition, if a non-Monday holiday falls on a date they do not generally work, they may take a different day off within two weeks of the holiday. Floating holidays require approval of the Library Director.

#### **20-29 hours / week**

- Employees working 20-29 hours a week will be paid for 5 holidays. If fewer than 5 holidays in a calendar year fall on an employee's usual work day, upon approval of the Director, the employee may take a different day off, within two weeks of a holiday, for a total of 5 paid "holidays."

**Less than 20 hours per week**

- Employees working fewer than 20 hours per week will not be paid for holidays.

Leave policies and practices are established by the Board of Directors and may be amended at any time in the Board's sole discretion taking into account the overall interests of the Library.

**Approved by the Board of Trustees, December 10, 2019; effective January 1, 2020.  
Amended November 17, 2020, effective October 1, 2020; amended February 16, 2021;  
amended January 21, 2025.**