

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
DECEMBER 29, 2020
via ZOOM

The Special Meeting of the Board of Trustees was held on December 29, 2020 via Zoom. President Craig H. Long called the meeting to order at 7:31 PM.

Trustees Present: Craig H. Long, Mario F. Pensa, Donalee Berard, Karen Bash-Romaner, Michael Minevich, Erb Cooper, James J. Galvin, Mark Murphy.

Absent and Excused: Warren E. Berbit.

Staff Present: Carol Connell Cannon

Public Present: None

Craig Long made a motion to close the public portion of the meeting at 7:36 PM to enter Executive Session to discuss a personnel policy. Mario Pensa seconded. All in favor.

Craig Long Reopened the public portion of the meeting at 7:50 PM.

James J. Galvin made a motions to approve the Sick Leave Policy as presented below. Mark Murphy seconded the motion. All in favor.

SICK LEAVE POLICY COMMENCING JANUARY 1, 2021.

Employees will continue to accrue sick leave while receiving paid time off such as for vacation, holidays, sick leave with pay and personal leave. Absences taken without pay, such as employees who are on short-term disability or on an unpaid leave of absence, are not considered time worked and will not accrue sick leave during such absence.

Full-time employees shall accrue sick leave with pay at the rate of one (1) workday for each calendar month during which the employee works more than 50% of the regularly scheduled hours.

Sick day accruals

All full time employees shall receive 12 days (84 hours) annual sick leave accrued as 1 day (7 hours) per calendar month.

All other employees shall accrue 1-hour sick leave upon completion of 25 hours worked.

The maximum number of unused hours that can be carried over to the next year is the larger of:

- The number of sick leave hours carried over from the previous year, or
- 42

though the number of carryover hours cannot exceed the number of unused hours at the end of the current year.

Unused sick hours expire upon separation of employment.

Sick days shall be utilized in the following manner:

- If the employee is regularly scheduled to work any particular days when he/she is ill, he/she may take the sick leave pay for all regularly scheduled work hours on that day.
- Sick leave may be used for doctors' appointments or illness of the employee or his/her immediate family member.
- Sick leave must be taken in no less than 1 hour increments.
- An employee shall notify the Department Head promptly whenever sick leave is taken and the reason therefore. Employees must call in each day to advise their supervisor that they will not be in.
- If an employee is absent for more than three (3) consecutive working days because of illness, disability or is frequently ill. the Library may require a physician's certificate substantiating the employee's claim of illness or disability.

Adopted December 29, 2020

Motion to adjourn meeting at 8:05 PM by James J. Galvin. Seconded by Mark Murphy.
All in favor.

Respectfully Submitted,

Karen Bash-Romaner

Secretary