

Paid Family Leave

Paid family leave insurance is ~~offered~~ **provided** to all employees ~~with an opt-out option~~. **Effective January 1, 2023, Paid Family Leave will become an employer-sponsored benefit; employees will no longer have contributions deducted from their pay to cover this benefit.** Paid Family Leave covers time to tend to the illnesses of an employee's family member, or bonding with a newborn child, but not for illness of the employee him or herself. Employees are eligible to take up to twelve (12) weeks (established by New York State) of Paid Family Leave annually. For more information on eligibility requirements, see the business office.

Procedure for Requesting Paid Family Leave

An employee requesting leave under their PFL insurance policy must submit the request in writing to the Library Director at least 30 days prior to when the leave begins, except in the event of unforeseen circumstances such as a military deployment. The Library requests that an employee give as much notice as possible prior to taking leave under this policy. An employee whose family member is undergoing planned medical treatment is requested to make a reasonable effort to schedule the treatment to minimize disruptions to the Library's operations. An employee who requests PFL leave will be notified of their eligibility within five business days after the request is made. While on leave, an employee is requested to report to the Library Director every 30 days on the status of their intent to return to work.

Questions about the PFL policy should be directed to the Library's business office.