

## **Paid Family Leave Policy**

The Hornell Public Library has opted to provide benefits in accordance with the New York State Paid Family Leave Law. To be eligible for this benefit, employees working 20 hours or more per week must do so for a period of 26 consecutive weeks; employees working less than 20 hours per week must work 175 days.

Paid Family Leave is available under the following circumstances:

- For an employee to bond with the employee's child during the first twelve months after birth or after placement for adoption or foster care.
- For an employee to care for a family member who has a serious health condition as defined by the law. Family members include spouses, domestic partners, children, parents, grandparents, grandchildren. "Children" includes biological, adopted, foster, and step children, along with wards and children of domestic partners. "Parents" includes biological, adoptive, foster, and step parents, along with guardians and in-laws.
- For an employee to assist with obligations related to a qualifying exigency under the federal FMLA involving active military duty for a spouse, domestic partner, child, or parent.

The monetary amount of the benefit is determined by statute. These benefits are funded by employee payroll contributions. Employees eligible for this benefit can receive, in aggregate, 12 weeks of paid leave within a 52-week period, which starts on the first day Paid Family Leave is taken.

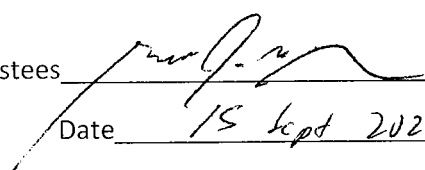
The employee should provide 30 days' notice of his/her intention to use this benefit. If the event is not foreseeable, then the employee must provide notice as soon as practicable.

Paid Family Leave runs concurrently with FMLA leave, as applicable. Health insurance coverage continues while on Paid Family Leave; however, the employee remains responsible to continue his/her contribution.

(This policy merely provides an overview of the benefit. The New York State Paid Family Leave Law fully defines the benefits. If any discrepancies exist between this policy and the law, the law shall control.)

Approved by the Board of Trustees

Date

  
15 Sept 2026