



RESOLUTION #2025-12

A RESOLUTION AMENDING SECTION 10.4 ANNUAL LEAVE WITH PAY AND SECTION 10.5, 10.6, 10.7, 10.8, 10.9 SICK LEAVE WITH PAY OF THE PERSONNEL POLICY MANUAL, RESOLUTION #2021-18 PERSONNEL POLICY MANUAL ADOPTED NOVEMBER 10, 2020.

WHEREAS, the Board of County Commissioners of Union County desires to implement a system of personnel management to encourage a quality work environment that will promote quality service to the people of Union County; and

WHEREAS, the Board of County Commissioners adopted the Personnel Policy Manual on November 10, 2020 with Resolution #2021-18; and

WHEREAS, Section 10.4 of the Personnel Policy Manual sets forth the County’s policy for Annual Leave with Pay; and

WHEREAS, Sections 10.5, 10.6, 10.7, 10.8, and 10.9 of the Personnel Policy Manual sets forth the County’s policy for Sick Leave with Pay; and

WHEREAS, the County has reevaluated this section and determined the following changes be made to Section 10.4 Annual Leave with Pay and Section 10.5, 10.6, 10.7, 10.8, and 10.9 Sick Leave with Pay to implement a Paid Time Off (PTO) policy.

NOW, THEREFORE, BE IT RESOLVED THAT, based on the foregoing Recitals, the Board of County Commissioners of Union County resolve the following changes:

10.4. PAID TIME OFF

Full-time, non-appointed County employees accrue annual leave according to the following schedule:

| <u>Years of Service</u> | <u>Hours Accrued Per Month</u> | <u>Hours Accrued Per Year</u> |
|--|---|-----------------------------------|
| Date of hire to the end of the first year of employment | 11 hours, 40 min. (40 hr. employees) | 140 hrs. |
| Beginning of second to end of fifth year of employment | 15 hours (40 hr. employees) | 180 hrs. |
| Beginning of sixth year through the tenth year of employment | 18 hours, 20 min. (40 hr. employees) | 220 hrs. |

Beginning the eleventh year of employment, and until termination of employment, full-time (40 hour/week) employees will receive Twelve (12) more hours of annual leave for every two additional years of service.

- A. An employee does not accrue PTO for time worked in excess of forty (40) hours per week.
- B. A part-time regular employee accrues PTO at 50% of the rate of a full-time (40 hour/week) employee.
- C. PTO will not be granted in advance of accrual.
- D. An employee may accumulate no more than three hundred twenty (320) hours of accrued PTO. If PTO is not taken after an employee accrues 320 hours it will be donated to the Union County Employee PTO Pool on a monthly basis unless the employee opts out in writing. During critical projects, the County Manager may grant a short-term variance to employees from this requirement.
- E. Upon termination from County employment, or taking office as an Elected Official, Chief Deputy, or appointed position, an employee shall be paid for the employee's unused PTO up to the maximum of 320 hours
- F. All eligible employees, including Probationary Employees, must request and obtain approval in advance to use of accrued PTO, except when unforeseeable or emergency circumstances prevent such a request.
- G. An employee may take PTO just before the employee's separation from County employment.
- H. Casual, Seasonal, Temporary, Elected Officials, Appointed, and Contract Employees do Accrue PTO.

10.4.1 EMPLOYEE PTO DONATION POOL

- A. Union County recognizes that employees may incur emergencies or other catastrophic events that result in a need for time off in excess of accrued or available PTO. To that end Union County has established the Union County Employee PTO Pool that is maintained by the HR Department.
- B. In addition to donations pursuant to Section 10.4 (D), employees may donate PTO to the Pool by submitting a written request to the HR Department for a specified amount, specified period of time or until otherwise directed by the employee.
- C. PTO donations are to the Pool, not to individual employees or specific departments, and must be whole hours and are accepted based on the donating employee's hourly rate of pay and are awarded on the receiving employee's rate of pay.
- D. Donations, once made, are removed from the donating employee's PTO balance and once removed cannot be returned.
- E. Any employee of Union County is eligible to request leave from the Pool by submitting a written request to the HR department, if:
 - i. They have suffered a qualifying reason as defined by the FMLA or other catastrophic event.
 - ii. The employee has exhausted all accrued leave; and
 - iii. The event necessitating the request has been documented or verified to the satisfaction of the County.
- F. Employees are limited to receiving one hundred twenty (120) hours in the twelve months preceding the request. Employees are also limited to receiving no more hours than they would otherwise be regularly scheduled to work.
- G. In the event there are insufficient funds in the Pool to fully award all request, awards will be paid pro rata to all recipients. Requests or solicitation of additional donations will then be made by the County Manager and/or HR Department or designee.
- H. Employees receiving disability, worker's compensation or other monetary benefits as a result of the event leading to a request from the Pool, are limited to receiving PTO from the Pool necessary to cover their benefits contributions (e.g. health insurance premiums) while the employee receives those benefits.



10.5. SICK LEAVE REPEALED

10.6. SICK LEAVE AUTHORIZATION. REPEALED

10.7. MEDICAL CERTIFICATION. REPEALED

10.8. REPORTING SICK LEAVE. REPEALED

10.9. USE OF SICK LEAVE DURING PROBATIONARY PERIOD. REPEALED

BE IT FUTHER RESOLVED that the following items be implement for current employees with combined vacation and sick time over the 320-hour threshold:

1. Current Union County Employees that have accumulated sick and vacation time that is above the new 320-hour PTO threshold shall be allowed to bank a portion of their sick leave time into a sick leave line item that will be Grandfathered until depleted, donated, or upon termination.
2. Sick time that has been Grandfathered into this line item is not subject to compensation upon retirement or termination. If a balance remains at the time of retirement or termination, the remaining balance will go into the donation pool.
3. Employees who have Grandfathered sick time may request use of the leave following an illness or injury or the care for an ill or injured immediate family member. An immediate family member is defined as a spouse, child, parent, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, foster child, father-in-law, mother-in-lawn, son- and daughter-in-law.
4. For illness or injury that is over 3 days, a physician's note may be required.
5. No additional time will be accrued into this line item over the course of an employee's time with Union County.

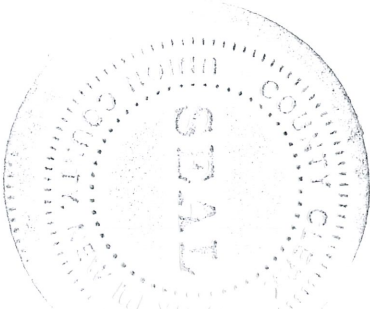
Passed, adopted, and effective this 9th day of July 2024, by the Board of County Commissioners of Union County.

BOARD OF COMMISSIONERS OF UNION COUNTY

Clay Whiting
Chairman

Alan Post
Member

Boyd Miller
Member



ATTEST

[Signature]
County Clerk