

Vacation and/or comp time will be required to be used to offset the leave or leave without pay in the event of no paid leave. Time sheets will show "LPI", for record keeping, each time an employee takes a portion of the leave.

Department Heads will approve leave unless leave without pay is requested. The County Manager has to approve all leave without pay requests as stated in the County Personnel Resolution.

Section 40. Voluntary Shared Leave

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition.

Section 41. Voluntary Shared Leave - Eligibility

Only permanent employees who have exhausted **all** accumulated paid leave (sick leave and annual vacation leave, if applicable) and compensatory time are eligible to receive donated leave.

The County Manager shall approve or deny all requests for receipt of donated leave.

Section 42. Voluntary Shared Leave - Application

An employee, due to a serious medical condition of self or his or her immediate family, faces prolonged or frequent absences from work may apply to their Department Head for donated leave. Application may also be made by a third party acting on the employee's behalf if the employee is unable to make application. The application will be forwarded by the Department Head to the Voluntary Shared Leave Committee (this five-member committee will be appointed by the County Manager). The Committee will forward the application and their recommendation to the County Manager.

For purposes of receipt of Voluntary Shared Leave, Immediate family shall be deemed to include spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named.

- (a) Spouse
- (b) Children
- (c) Parents, and
- (d) Dependents living in the employee's household.
- (e) Also included are the step relationships.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

The following items must be included in the application:

- (a) A doctor's statement, and
- (b) An authorization for release of medical information signed by the person who is suffering the medical condition (or parent or guardian of a minor). This release may also be signed by any legally authorized party.

It is the responsibility of the employee or the person acting on the employee's behalf to let other employees know they need a donation of leave. A Leave Donation form must be submitted to the Finance Office to adjust the leave balances of the donating employee and the recipient.

Section 43. Voluntary Shared Leave - Donation of Leave

- (a) **Annual Vacation Leave:** Any eligible employee of the County of Sampson may donate annual vacation leave to any approved employee. (This annual leave will convert to sick leave for the recipient.) There is no provision for county employees to donate or receive sick leave from employees of family members in State agencies, institutions, community colleges, technical institutes, or positions covered by the State Personnel Act in county agencies of mental health.

A donating employee may not donate more annual vacation leave that he or she could earn in one year. Additionally, the amount donated must not reduce the donor's annual vacation leave balance below one-half of what that person can earn in the year.

- (b) **Sick Leave:** Sick leave may be donated only to an employee who is a family member of the donor. There is no provision for county employees to donate or receive sick leave from employees of family members in State agencies, institutions, community colleges, technical institutes, or positions covered by the State Personnel Act in county agencies of mental health.

Family eligible to give or receive sick leave includes only the employee's:

1. Spouse,
2. Children,
3. Parents, and
4. Dependents living in the employee's household
5. Also included are the step relationships.

A donating family member may not reduce his or her sick leave balance below one-half of what that person can earn in a year.

- (c) All leave donations must be to a designated employee approved by the County Manager for receipt of donated leave and **may not** be made to a pool or bank.
- (d) All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.
- (e) For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account.
- (f) The minimum amount of leave donated must be one-half of a day.
- (g) The donating employee may not receive compensation in any form for the donation of leave. Acceptance of remuneration for donated leave will result in dismissal.

Section 44. Voluntary Shared Leave - Length of Leave

- (a) The County Manager will determine the length of the leave. The leave granted may not exceed the maximum described below in (b). Under no circumstances may the use of voluntary shared leave exceed the employee's period of treatment and recovery.
- (b) An employee may normally receive no more than 130 workdays of donated leave (computed on employees working 260 8-hr. workdays per year – employees working more or less than 260 8-hr. workdays per year will be prorated according to the formula for vacation time), either continuously or for the same condition on a recurring basis. After 130 workdays have been used, the County Manager may extend this limit on a month-to-month basis until the maximum number of working days occurring between the first day of use of donated leave and twelve months have been used.

Section 45. Earning Leave While Using Voluntary Shared Leave

- (a) Holidays occurring while the employee is using donated leave will be paid. Annual vacation and sick leave will continue to be earned by the employee when he or she is using donated leave. Available earned leave accrued during this period must be used by the employee prior to continued use of any voluntary shared leave.
- (b) An employee receiving pay from worker's compensation may use donated leave during the required waiting period.

Section 46. Voluntary Shared Leave - Unused Leave

At the expiration of the period approved for voluntary shared leave as determined by the County Manager, any donated leave in excess of 40 hours must be returned on a pro-rata basis to the donors.

Section 47. Adverse Weather/Hazardous Conditions

The County has responsibility for emergency services including law enforcement. Adequate staff is required to operate these critical services seven days per week and 24 hours per day in all weather. Department heads should designate which staff members are required to report to work regardless of weather or other hazardous conditions.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees applying the following principles:

- (a) Maintain adequate staffing at all times of emergency services;
- (b) Provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions; and
- (c) Not pay regular salaries to some employees for not working when others are required to be at work.

County offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the County Manager's office. The Manager will consider the hazard of driving conditions and other relevant factors in determining whether to close County offices. All departments and offices will be given sufficient advance notice of any authorized closing of non-critical County functions. Upon authorizing a closing, non-designated staff may use vacation, earned compensatory time, or time without pay for the hours not worked. Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of hazardous conditions may also use earned vacation or compensatory leave for days or hours not worked.

Under unusual situations the Manager may grant administrative leave with pay when offices are closed, and grant compensatory time off to those employees required to report.

Designated staff is required to report in emergency situations and should make preparations for care of family and personal needs to allow them to report for duty when required.