

head. If there is a difference between the following policy and a department's policies, your department's policy will apply to your conduct.

Unless otherwise stated by a department's policy, an employee must notify the department head at least one hour before the work day if the employee will be using sick leave.

All employees assigned to regular, full-time positions accrue sick leave with pay. The maximum amount that can be carried over at the end of the year is 720 hours. Temporary employees are not eligible for paid sick leave.

Sick leave may be used, with prior approval, as needed under the following circumstances:

- The employee's own illness, injury, or incapacitation;
- The employee's medical appointments;
- Serious injury or illness involving a member of the employee's immediate family; and
- During the employee's introductory period.

The County reserves the right to require any employee to present a doctor's excuse prior to return to duty. Employees who are absent for three (3) or more consecutive days may be required to present a doctor's excuse prior to return to duty.

Under no circumstances will accrued but unused sick leave be paid at termination.

Accrued but unused time shall be used concurrent with Family and Medical Leave.

Sick leave accrual schedule. The following is the sick leave accrual schedule for each pay period:

<u>7.5 Hour Shift</u>	<u>8 Hour Shift</u>	<u>12 Hour Shift</u>	<u>24 Hour Shift</u>
3.7 hours	3.7 hours	4.44 hours	4.62 hours

Bereavement Leave

An employee will be paid for time actually lost from straight time scheduled work up to three (3) work days due to attendance at the funeral of a member of his immediate family, which, for purposes of this policy is defined as spouse, parent, legal guardian, child or legal ward, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Step-relatives will be considered relatives within the meaning of this policy if the employee and the step relative lived in the same household for a substantial period of time.

Employees will be normally excused from work to attend the funerals of other family members or friends and, upon request, will be permitted to use annual leave for such absences. At the discretion of the department head and upon the approval of the County Administrator, an employee may be granted reasonable time off to attend the funeral of a fellow employee. There will be no loss of time if the time used is less than two (2) hours and is made up during the same workweek.

Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. An employee going on military leave shall present a copy of his orders to the appropriate department head not more than three days after receiving them. Employees are entitled to reinstatement upon release from military service as provided in state and federal laws. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Paid Holidays

The County offers the following paid holidays to full-time employees unless otherwise changed by Council action:

- New Year's Day;
- Martin Luther King Jr.'s Birthday;
- President's Day;
- Good Friday;
- Memorial Day;
- Independence Day;
- Labor Day;
- Veteran's Day;
- Thanksgiving Day and following Friday;
- Christmas Day and either Christmas Eve or the day following Christmas

Generally, when a holiday falls on a Saturday, the County will observe the holiday on the preceding Friday. Generally, when a holiday falls on a Sunday, the County will observe the holiday