

**Minutes of the Marshall County Personnel Board**  
**Public Hearing for Modifications to the Employee Handbook**  
**Sick & Annual Leave**  
**Monday, January 13th, 2020**

A meeting of the Marshall County Personnel Board was held on Monday, January 13, 2020 at 4:30 p.m. in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. The purpose of the meeting was to hold a public hearing to discuss amendments to the Personnel Policies & Procedures.

The following Board members were present:

Charles Whisenant, Chairman  
Ben Gamel, Vice Chairman  
Penni Windsor, Secretary  
Martha Handschumacher, Board Member

The following Board member was absent:

David Watts, Board Member

Also present were Board Attorney Jeffrey McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Janice Payne.

Chairman Whisenant announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes regarding Section 11.6 – Sick Leave & Section 11.5 – Annual Leave in the Marshall County Personnel Handbook.

A copy of the proposed change is attached.

Chairman Whisenant called the public hearing to order at 4:30 p.m. He asked if there was anyone present who wished to speak concerning the proposed change.

Several board members discussed proposed changes and County Administrator Shelly Fleisher asked questions concerning the changes.

Chairman Whisenant closed the public hearing.

  
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Penni Windsor, Secretary

Marshall County Personnel Board  
Meeting Date: January 13<sup>th</sup>, 2020

  
\_\_\_\_\_  
Date

## 11.6 January 13th, 2020 SICK LEAVE.

Sick leave is a benefit provided to classified employees. ~~It is provided to ensure that eligible employees who are unable to work due to illness or injury do not feel compelled to do so for financial reasons.~~ **The intent of sick leave is to provide paid time off to an eligible employee who is ill, or caring for an immediate family member who is ill. An employee will be paid sick leave in the amount to bring the employee up to, or no more than, a forty (40) hour week, or his or her regularly scheduled work week or pay period.** Sick leave hours will not be considered as time worked for the purpose of calculating overtime pay. Probationary employees shall earn sick leave as specified in Article 11.6.1 and will be eligible to use sick leave after it has been accumulated. Usage of sick leave is governed by Article 11.6.4 based on calendar year

**11.6.2. Non-Pay Status.** Employees will not earn sick leave credits for any pay period in which they are in a non-pay status for more than half of their normal work schedule.

**11.6.4. Use of Sick Leave.** Sick leave with pay will be granted to an eligible employee for any of the following types of reasons:

- (a) When an employee is unable to work due to personal illness, injury incurred off-duty, or when the employee's presence may endanger the health of fellow workers; or
- (b) Keeping a doctor, dentist, chiropractor or optometrist appointment; or
- (c) Any impairment related to pregnancy and/or actual confinement. A female employee who requests time away from work for pregnancy, maternity and childbirth will be treated equally to other employees with other forms of disability or sickness who request leave; or
- (d) The serious illness of a spouse, child (including any ~~step-child, foster child, or child for which employee is the~~ custodian and/or guardian), grandchild, **or** parent, ~~or any other person living in employee's home for which employee is the custodian~~ **and/or** guardian, requiring the care of the employee.

**11.6.5. General Requirements for Use.** To be granted sick leave, an employee should notify his/her supervisor before the normal workdays begins, or as soon as possible thereafter, of his/her inability to report to work. Failure to do so may be cause for denial of sick leave for the period of absence. Denial of sick leave will result in the employee being charged with annual leave, or placed in some non-pay status, at the discretion of his/her supervisor.

**11.6.6. Requirements for Extended Use.** For a period of absence of three (3) or more consecutive working days, or anytime at the request of the **appointing authority or supervisor**, the employee may be required to submit a medical report signed by a licensed physician stating that he/she has been incapacitated for work for the period of absence and when it is anticipated that the employee will again be physically able to perform work duties. The appointing authority may require an employee to undergo an examination and obtain a second opinion by a county designated physician. An employee, returning to work after a sickness or injury, may also be required to undergo a medical examination to determine whether or not the employee is able to return to work. Such examination, when required, will be paid by the county and will be conducted by a physician or physicians as designated by the personnel board.

**If an employee is out on sick leave for three (3) or more consecutive working days and qualifies for protection under the Family and Medical Leave Act (FMLA), the supervisor is responsible for notifying the Personnel office.**



## 11.5 ANNUAL LEAVE.

All classified employees will earn annual leave with pay in accordance with these guidelines. New hire probationary employees shall accrue but are not eligible to use annual leave until they have successfully completed their probationary period. Employees that do not successfully complete probation shall not be paid for any annual leave accrued at separation.

**11.5.1. Leave Year.** The leave year shall be based on the calendar year.

**11.5.2. Accrual of Annual Leave.** All full-time classified employees will earn annual leave according to the schedule below:

Completed Years of Continued Service	Annual Accumulation
0 – but less than 4 years	80.08 hours
4 – but less than 9 years	104.00 hours
9 – but less than 14 years	128.18 hours
14 – but less than 19 years	152.10 hours
19 – but less than 24 years	176.02 hours
24 years or more	208.00 hours

**11.5.3. Proration of Annual Leave Credit.** Annual leave credits will be earned by an eligible employee for each pay period in which he/she is eligible to earn annual leave. However, an employee will not earn annual leave credits for any pay period in which he/she is a non-pay status for more than half of their normal work schedule.

Part-time classified employees do not earn annual leave.

**11.5.4. Use of Annual Leave.** Annual leave is considered to be a benefit to an employee and he/she is expected to take the earned leave each year. Employees may accumulate and carry over an amount equal to three hundred (300) hours of annual leave, **any additional unused annual leave will be forfeited.** The use of annual leave will be approved at the discretion of the employee's appointing authority, in accordance with guidelines to be established by the board. Annual leave will be approved in advance of each absence, except in unusual circumstances. Failure to comply with this requirement may result in an absence being treated as unauthorized leave. An appointing authority may require all employees in his/her department to take their leave at the same time if he/she feels it is in the best interest of the department to do so.

Annual leave hours will not be considered as time worked for the purpose of calculating overtime pay.