

Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook
Sick Leave Use and Bereavement Leave Policies
Tuesday, October 16, 2012

A meeting of the Marshall County Personnel Board was held on Tuesday, October 16, 2012, 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 amending the sick leave use and bereavement leave sections of the Personnel Board's Policies and Procedures.

The following Board members were present:

Jason Windsor, Chairman
Talmadge Butler, Secretary
Randall Haney, Board Member


Also present were Board Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

Chairman Windsor announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes to the Marshall County Employee Handbook. The changes are to amend section 11.6.4 Use of Sick Leave and section 11.7.3 Bereavement. (Copy of proposed changes is attached.)

Chairman Windsor recognized those in attendance at the meeting and asked if they had any comments concerning the proposed policy changes; they had no comments.

Chairman Windsor asked a question concerning the department head's authority to require an employee to present a doctor's excuse for absences of three or more consecutive days. Attorney Jeff McLaughlin responded that the section that addresses this (Section 11.6.6. Requirements for Extended Use) is not being changed by the proposed policy revision. The policy states in Section 11.6.6: "For a period of absence of three (3) or more consecutive working days, or anytime at the request of the appointing authority, 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..."

Chairman Windsor asked if there were other questions or comments. There were none. The public hearing was closed at 5:30 p.m.



Talmadge Butler, Secretary
Marshall County Personnel Board

Proposed Changes to the Policies and Procedures Handbook of the Personnel Board of Marshall County

Chapter 11 – ATTENDANCE & LEAVE

Current Policy – Section 11.6 – Sick Leave

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

- (d) The serious illness of a child or spouse requiring the care of the employee.

Proposed Policy – Section 11.6 – Sick Leave

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:

- (d) The serious illness of a spouse, child (including a step-child, foster child, or child for which employee is custodian and/or guardian), grandchild, parent, or any other person living in employee's home for which employee is the primary custodian or guardian, requiring the care of the employee.

Current Policy – Section 11.7.3 – Bereavement

11.7.3. Bereavement. Leave will be granted employees who have a death in their immediate family. For purpose of this leave immediate family is defined to include the employee's spouse, parents, children, and parents-in-law. Included within the definition of immediate family are those persons who live with the family as a member of the family whether related or not. Bereavement leave will not exceed three (3) consecutive calendar days in length and will be granted the day before, the day of and the day after the funeral; an employee will only receive pay for regularly scheduled work days. If additional time is required, the employee may request annual leave or leave without pay.

Proposed Policy – Section 11.7.3 – Bereavement

11.7.3. Bereavement. Three (3) days will be granted employees who have a death in their immediate family. The three days shall be taken on the first three consecutive scheduled working days immediately following the death of the family member. For purpose of this leave immediate family is defined to include: *spouse, parents, children (including step-children, foster children, or children for which employee is custodian and/or guardian), grandchildren and siblings.*

One (1) day will be granted employees who have a death in their extended family. The one day must be taken within the first three consecutive scheduled working days immediately following the death of the family member. For purpose of this leave extended family is defined to include: *parents-in-law, grandparents, grandparents-in-law, brother/sister-in-laws, nieces or nephews.*

An employee will only receive pay for regularly scheduled work days. If additional time is required, the employee may request annual leave or leave without pay.