

RESOLUTION # 00-05

A RESOLUTION AUTHORIZING SICK LEAVE AND VACATION TIME FOR COUNTY OFFICERS AND EMPLOYEES OF WOODSON COUNTY, KANSAS.

The Board of County Commissioners of Woodson County, Kansas, meeting in regular session on 20th day of June, 2000, hereby adopts the following Resolution:

IT IS HEREBY RESOLVED by the Board of County Commissioners of Woodson County, Kansas:

1. Each County Officer and full time employee shall receive eight (8) hours per month of sick leave. Such officer or employee may accumulate a maximum of four hundred and eighty (480) hours sick leave, to be used as needed by such employee.
2. Every County officer and full time employee who accumulates in excess of four hundred and eighty (480) hours by November 30th of any year shall be paid for each hour above the four hundred and eighty (480) up to a maximum of five hundred and sixty hours (560), so accumulated.

Further, if any such officer or employee should elect to receive compensation for accumulated sick leave not used, such officer or employee shall begin the new year with four hundred and eighty (480) hours sick leave, with the "new year" to commence on December 1st of any such year.

All claims for excess accumulated sick leave must be filed on or before November 25th of every year or on the last day of the pay period immediately following such officer's or employee's termination. Failure to submit proper forms by date set forth shall result in forfeiture of benefits.

3. Each County officer and full time employee shall receive forty (40) hours of paid vacation after one (1) year of employment and shall receive eighty (80) hours of paid vacation after two (2) years of employment. Further, each County officer or full time employee who has been in the employ of Woodson county for more than ten (10) years shall receive an additional eight (8) hours of paid vacation per year of employment in excess of ten (10) years up to a total maximum of one hundred and twenty (120) hours per year of paid vacation.
4. Any County Officer or full time employee who has not used all of his or her accrued vacation hours by their anniversary date or upon their termination, shall be entitled to compensation for any such unused vacation hours and portions thereof, based upon such officer's or employee regular compensation.

All claims for compensation for such unused vacation time shall be filed with the payroll clerk on the last day of the pay period immediately following such officer's or full time employee's anniversary date or termination. Failure to submit proper forms by date set forth shall result in forfeiture of benefits.

5. County Officers and Department Heads will be responsible for certifying regular vacation and sick leave for their department employees on a form to be designated by the Payroll Clerk. These forms shall be completed by such Department Head or County Officer and turned in to the payroll clerk on the 25th of each month. No salary payments will be honored without the vacation or sick leave information.
6. Paid holidays and time off days for County officers and full time employees shall be designated annually by the Board of County Commissioners.

Excused time off days with the exception of the following, will be considered on an individual basis:


- a. The serious illness of a spouse, child, or parent of the officer or full time employee. (Physician's certificate required)
- b. The death and funeral of a spouse, child or parent of the employee or officer.
- c. To serve as casket bearer or singer for a funeral.

All other absent days will be considered as leave without pay. In all instances, prior notice of absenteeism is required.

7. All employees of the Sheriff's Department shall have as a work period, seven consecutive days commencing at 12:01 a.m. on Sunday of each week; all other employees or officers shall have a work period of seven consecutive days commencing at 5:00 p.m. on Friday of each week.
8. Overtime will be paid to only those employees who do not serve in an administrative capacity and for whom overtime compensation is mandatory pursuant to Federal Law and regulations: overtime compensation will be paid to such qualifying employees for work in excess of forty (40) hours in a work period as defined above at the rate of 1 ½ times their regular pay or in lieu thereof, such employee may take time off at the rate of time and one half.
9. Woodson county Resolution #1993-02 and all prior county resolutions contrary to contents contained herein are revoked.

Adopted this 20th day of June, 2000.

BOARD OF COUNTY COMMISSIONERS
OF WOODSON COUNTY, KANSAS



Glay Yoho, Chairman

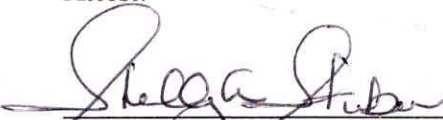


Greta Bachelder, Vice-Chairman



William W Linde Member

Attest:



Shelley A. Stuber, County Clerk