

RESOLUTION NO. 99-04

A RESOLUTION PROVIDING FOR THE SHARING OF ACCRUED SICK
LEAVE AND VACATION LEAVE AMONG COUNTY EMPLOYEES

BE IT RESOLVED by the Board of County Commissioners of Woodson County, Kansas that Woodson County employees may donate a portion of their accrued vacation leave and/or accrued sick leave to another qualified County employee based upon the requirements and guidelines set forth herein:

1. A County employee will qualify to receive donations of accrued sick leave and/or accrued vacation leave from other county employees if the employee in need of the donations meets the following qualifications:

i. The employee in need must be a full-time employee of Woodson County, Kansas for at least 6 months.

ii. The employee in need must have had prior satisfactory job attendance.

iii. The employee in need must have a serious, extreme, or life threatening illness, injury, impairment and/or physical or mental condition or a member of the employee's family is in such condition.

A family member is any member of the employee's household (spouse, dependent child)

iv. The employee in need must have medical documentation to support his/her claim as a person in need.

1. v. A county employee receiving workman's compensation and/or long term disability does not qualify to receive donated leave from other county employees.

2. To receive donated leave time from other employees, the employee or his/her Department Head must complete and submit a request form after all of employee's other leave is exhausted and return said request form to the county payroll clerk.

3. The payroll clerk shall check all request forms for necessary qualifications; approve or deny the Request and notify the applicant whether he/she has been approved or denied.

4. After the payroll clerk has approved a Request, said clerk shall notify other county employees by means of a Memo of the need and provide donation forms to interested employees.

5. A county employee may donate his/her accrued vacation leave if the employee has a balance of 40 hours and less than 80 hours and desires to make a donation of 4 or 8 hours

A county employee must have a balance of 80 hours or greater of accrued vacation leave to make a donation of a maximum of 16 hours.

6. A county employee may donate his/her accrued sick leave if the employee has a balance of 120 hours and less than 240 hours of accrued sick leave to make a donation of 4 or 8 hours.

A county employee must have a balance of 240 hours and less than 360 hours of accrued sick leave to make a donation of a maximum of 16 hours.

Woodson County
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A county employee must have a balance of 360 hours or greater of accrued sick leave to make a maximum donation of 24 hours.

7. All donations must be made in 4 hour increments and must be submitted in writing on proper forms and returned to payroll clerk.

8. Any unused donated leave time will be returned to the donors in the reverse order of donation.

9. All compensation paid to employees receiving donated leave time will be paid based on the rate of pay of the person receive the donations.

This Resolution passed and approved this 4th day of May, 1999, and shall become legal and effective after it's publication one time in the Yates Center News.

Woodson County Commissioners:

William H. Linde
William Linde

Greta Bachelder
Greta Bachelder

Glenn Yoho
Glenn Yoho

Attested:

Shelley A. Stuber
Shelley A. Stuber
Woodson County Clerk
Date: 5-4-99

Woodson County
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