

WOODSON COUNTY RESOLUTION NO 25-04

A RESOLUTION AMENDING RESOLUTION NO. 24-15A PROVIDING FOR THE SHARING OF PAID TIME OFF AMONG COUNTY EMPLOYEES.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WOODSON COUNTY, KANSAS that Woodson County Resolution 24-15A is hereby amended to reflect the following:

BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF WOODSON COUNTY, KANSAS that Woodson County employees may donate a portion of their paid time off or extended illness bank to another qualified employee based upon the requirements and guidelines set forth herein:

1. A county employee will qualify to receive donations of paid time off or extended illness bank from other county employees if the employee in need of the donations meets the following qualifications:
 - a. The employee in need must be a full-time employee of Woodson County, Kansas for at least 6 months.
 - b. The employee in need must have has a prior satisfactory job attendance.
 - c. 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 surgical procedure is a valid condition. A family member is an employee's spouse, child, parent, grandparent, or grandchild. Special circumstances will be considered when they arise by the Clerk/HR.
 - d. The employee in need must have medical documentation to support their claim as a person in need.
 - e. A county employee receiving workman's compensation or long-term disability does not qualify to receive donated leave from other county employees.
 - f. To receive donated leave time from other employees, the employee or their Department Head must complete a request form after all of employee's other leave is exhausted and return said request form to the County Clerk's Office.
2. The County Clerk shall check all request forms for necessary qualifications, then approve or deny the request and notify the applicant whether the request has been approved or denied.
3. After the County Clerk has approved the request, the Clerk shall notify other county employees by means of a Memo of the need and provide donation forms to interested employees.
 - a. A county employee may donate up to 24 hours of their paid time off if the employee has a balance of 40 hours or more.
 - b. A county employee may donate up to 32 hours of their paid time off if the employee has a balance of 80 or greater hours of paid time off.
 - c. A county employee may donate up to 16 hours of their extended illness bank if the employee has a balance of 120 or greater hours of extended illness bank.
 - d. A county employee may donate up to 32 hours of their extended illness bank if the employee has a balance of 240 or greater hours of extended illness bank.

- e. A county employee may donate up to 48 hours of their extended illness bank if the employee has a balance of 360 or greater hours of extended illness bank.
4. All donations must be made in 4-hour increments and must be submitted in writing on the proper forms and returned to the County Clerk.
 5. Any unused donated leave will be returned to the donor thereof, if said time is unused.
 6. All compensation paid to employees receiving donated leave time will be paid at the rate of pay of the person receiving the donation.
 7. The department of the donating employee will reimburse the receiving employees department for the compensation received at the lowest rate of pay.
 8. The donating department head will approve the expenditure from their budget before Shared Leave is approved by the Clerk.

Passed and Approved by the Board of County Commissioners of Woodson County, Kansas this 11th day of February, 2025 and shall become legal and effective after publication one time in the Yates Center News.

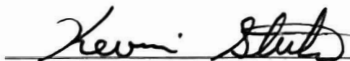
ATTEST:

Amanda DeWitt, County Clerk

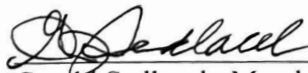
**BOARD OF COUNTY COMMISSIONERS
WOODSON COUNTY, KANSAS**



Justin Clark, Chairman



Kevin Stuber, Vice Chairman



Gerald Sedlacek, Member