

AS REVISED Resolution 2022-52
May 5th, 2022

RECITALS:

WHEREAS, the St. Clair County Sheriff (the “Sheriff”) has adopted the St. Clair County Sheriff’s Office Employee Handbook (the “Handbook”) for employees of the Sheriff; and

WHEREAS, it becomes necessary from time to time to update and amend the Handbook to more fairly, equitably and efficiently regulate employment related matters.

NOW, THEREFORE, Section 303 of the Handbook, “Annual Leave,” is amended to provide as follows:

303 ANNUAL LEAVE

Annual leave (time off) with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use Annual Leave as described in this policy:

Regular Full-time Employees

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule.

Earning Schedule

<u>Years of Eligible Service</u>	<u>Hours bi-weekly</u>
Upon initial eligibility	4 hours
After 5 years	5 hours
After 10 years	6 hours
After 15 years	7 hours
After 20 years	8 hours

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn annual leave. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid annual leave time according to the schedule. Leave time may not be used until an employee has successfully completed six months of their probationary period. Employees must be on the job for a full 80 hours each pay period to be eligible to accrue leave time.

Paid annual leave can be used in minimum increments of one-quarter hour. To request annual leave, employees must complete a "Request for Leave" form and have the signed approval of the supervisor or department head. Employees shall request annual leave as far in advance as possible, but no less than 1 week prior to planned date of leave, except in extraordinary circumstances. Requests will be reviewed based on a number of factors, including County operation needs and staffing requirements. The County reserves the right to cancel scheduled annual leave in the event that employees are needed to maintain effective County operations.

Vacation scheduling shall be determined by the use of a department vacation procedure. Each County department shall post a vacation list on the first work day of January through January 31 of each year and shall indicate the number of employees who may take annual leave during each week of the calendar year, beginning January 1 and ending December 31. Employees may sign the vacation list during the month of January indicating their preference for vacation scheduling. Vacations shall be scheduled according to Departmental Seniority, with the most senior employee being awarded their preference, the next most senior, and so on. In the event that a greater number of employees sign for a given week than may be scheduled off, the most senior employees shall be awarded the desired week. Requests for annual leave not signed for during the month of January shall be granted on a first come, first service basis, without regard for seniority.

Annual leave is paid at the employee's base pay rate at the time of leave. It does not include overtime or any special forms of compensation except shift differential, if applicable.

Holidays that fall within an employee's scheduled vacation will be paid as a holiday and the day will not be charged against vacation/annual leave.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available annual leave is not used by the end of the last pay period in December of each year, employees may carry unused time forward to the next calendar year, up to a maximum of 240 hours.

Upon termination of employment and after all County equipment and supplies have been returned or accounted for, employees will be paid for unused annual leave time that has been earned through the last day of work up to a maximum of 240 hours, paid at employee's base pay rate at time of termination.

Leave time paid upon termination of employment, including retirement, must be taken in a lump sum payment.

Annual leave may be used as sick leave at the employee's discretion.

Paid time off for vacation will not be counted as worked for the purpose of determining overtime.

NOW, THEREFORE, Section 306 of the Handbook, "Sick-Leave Benefits," is amended to provide as follows:

306 SICK-LEAVE BENEFITS

The County provides paid sick-leave benefits to all regular full-time employees for periods of temporary absence due to illnesses or injuries. Regular full-time employees will accrue sick-leave benefits at the rate of 4 hours per pay period. Sick-leave benefits are available for use to employees who have completed six months of his/her probationary period. During the probationary period, a new employee must be on the job for a full 80 hours each pay period to be eligible to accrue sick leave. Paid sick leave can be used in minimum increments of one-quarter hour. Regular full-time employees may use sick-leave benefits for an absence due to their own illness, injury or incapacitation or that of an immediate family member as defined in section 105.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent due to illness or injury, a physician's statement may be requested verifying the illness or injury and its beginning and expected ending dates. Such verification may be required as a condition to receiving sick-leave benefits. Before returning to work from a sick-leave absence, an employee may be requested to provide a physician's verification stating that he or she may safely return to work.

Sick-leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused sick-leave benefits will be allowed to accumulate until the employee has accrued a total of 1200 hours of sick-leave benefits. If the employee's benefits reach this maximum, further accrual of sick-leave benefits will be suspended until the employee has reduced the balance below the limit. There shall be no carry-over or accumulation of sick leave beyond this maximum and no monetary payment of unused sick-leave credits may be made except as provided in the following paragraph:

Unused sick-leave credits up to a maximum of 600 hours shall be paid upon the death or retirement of an eligible County employee (Minutes 1/14/92). Such leave credits must be taken in a lump-sum payment (Minutes 11/24/92). Unused sick-leave benefits will not be paid to employees while they are employed or upon termination of employment except as above. Sick leave may be converted to retirement service credit as defined in Resolution 99-14 dated 4-13-99.

Sick-leave benefits are intended solely to provide income protection in the event of illness, injury or incapacitation and may not be used for any other absence. Abuse of sick leave or falsification of records regarding sick leave may be cause for dismissal. Sick leave cannot be used in lieu of vacation or personal time.

When an employee is absent due to an injury for which compensation is provided under the Worker's Compensation Law of Alabama, benefits shall be paid in accordance with such law. Any accrued annual leave or sick-leave payment may be coordinated when an employee is receiving Worker's Compensation to equal one hundred percent (100%) of the employee's normal pay.

ADOPTED and APPROVED this the 5th day of May, 2022.

St. Clair County, Alabama

By: Paul Manning
Paul Manning,
Chairman

ATTEST:

Tina Morgan
Tina Morgan,
Administrator