

## RESOLUTION

### REVISION TO THE CECIL COUNTY PERSONNEL POLICIES & PROCEDURES MANUAL

**WHEREAS**, the Cecil County Code, Section A277-5 empowers the Board of County Commissioners to amend, revise, or delete the Personnel Policies & Procedures Manual, and

**WHEREAS**, the Board of County Commissioners desires to amend by revising said manual,

**NOW THEREFORE BE IT HEREBY ENACTED**, that the following sections to the Cecil County Code, Personnel Policies & Procedures Manual, is hereby amended effective **July 1, 2010**.

#### **HR-006 B: Family and Medical Leave –**

**Family Leave** - An employee approved for FMLA leave will be able to receive up to 12 weeks of job-protected leave (paid and/or unpaid) in a rolling 12-month period to manage the FMLA-qualifying event. An employee on FMLA Leave to attend to their own serious health condition or for a dependent that qualifies under the Basic Leave Entitlement is first required to exhaust all accrued paid leave time (sick, annual, and personal), then the balance of the FMLA leave is unpaid time off.

#### **HR-006 J: Sick Leave Insurance –**

##### **2. Sick Leave Insurance Use**

###### **Sickness in Family** –

- Non-FMLA absence: In a rolling 12-month period, an employee can use 48 hours of accrued unused sick leave for an absence that does not qualify for FMLA for the illness or injury of an individual living in the employee's household (or employee's parents). To be recorded on timesheet as SF- Sickness in Family. Absence will be counted as an occurrence.

- FMLA Approved absence: An employee can use unlimited accrued unused sick leave to care for the spouse, son or daughter (under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence), or parent, who has a serious health condition. To be recorded on timesheet as FMLA - SF

###### **Scheduled Sick Absences (Well visits)** – There may be occasions where the use of sick leave can be scheduled in advance for medical appointments (i.e. doctor, dentist, etc.). Sick leave that is scheduled and approved at least 48 hours in advance will be considered scheduled and will not count as an occurrence. Scheduled absence will be documented through employee's supervisor under established departmental practices and procedures (i.e. leave slip request). Scheduled sick absences also apply to the 48-hours in a rolling twelve (12) month period for Sick Family advance notice of medical appointments. Employee should record on their time sheet SS for employee's illness and SSF for Scheduled Sick/Family.

##### **5. Accumulation of Absences** - An occurrence is defined as any sick leave absences from work including Sickness in Family (non-FMLA) or unauthorized absences in a rolling 12-month period that are not protected by FMLA or a Scheduled Sick Absence. Occurrences are counted in a minimum of 1-hour increments (or 1/8th of an occurrence) and are combined for disciplinary purposes.

- Consecutive days will count as one occurrence
- Non-consecutive time off related to a single medical issue in a rolling 12-month period will be combined into a single occurrence with proper documentation;
- Non-consecutive, non-related absences for less than one full day will be combined for disciplinary purposes.

**HR-013     Substance Abuse Prevention Policy for FTA Safety Sensitive Employees**

**RESOLVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2010**

**BY: THE BOARD OF COUNTY COMMISSIONERS  
OF CECIL COUNTY**

\_\_\_\_\_  
Brian L. Lockhart, President

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Rebecca J. Demmler, Vice President

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James T. Mullin, Commissioner

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Wayne L. Tome, Sr., Commissioner

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Robert J. Hodge, Commissioner

**ATTEST:**

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Alfred C. Wein, Jr., County Administrator