

**VAN BUREN COUNTY QUORUM COURT**

**ORDINANCE NO. 2015- 06**

**BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF VAN BUREN, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:**

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE VAN BUREN COUNTY PERSONNEL POLICY AND PROCEDURES MANUAL; (ORDINANCE 2003-31 AND ORDINANCE 2007-25), FOR EMPLOYEES OF VAN BUREN COUNTY, ARKANSAS; OF SECTION 8 “SICK LEAVE”.**

**WHEREAS:** There is a need to update certain sections of the Van Buren County Personnel Policy, Ordinance No. 2003-31 and Ordinance No. 2007-25; and

**THEREFORE BE IT ORDAINED:**

**That the Quorum Court of Van Buren County, Arkansas, hereby approves Van Buren County Personnel Policy to be amended as follows:**

**Section 1. Under Section 8 – “Sick Leave”**

**SICK/PTO LEAVE**

**All full-time employees with Van Buren County are eligible for sick/PTO leave with pay. Sick/PTO leave shall be accumulated at the rate of eight (8) hours per 173 hours worked. Sick/PTO leave for each calendar month of the employee’s service with the County or a maximum of 12 days per calendar year. If the employee is off on Worker’s Comp., he/she will not be able to accumulate sick days.**

**All sick/PTO leave which is not used in a year may be carried over as accumulated leave for the succeeding years, up to a maximum of 240 hours. Any sick/PTO time accumulated after 240 hours may be ‘Banked’ and placed into a Catastrophic Leave Fund to be used for any employee that may need extra time for an emergency.**

**The Catastrophic Leave Fund will be over-seen by a Committee which consists of the County Judge, County Clerk, Circuit Clerk, County Sheriff, County Assessor, County Collector, and the County Treasurer.**

**Any sick time currently built up by an employee will become PTO time.**

**Any employee who has time built up prior to the approval of this Ordinance will be Grandfathered in and not have to turn that time over to the Catastrophic Leave Fund.**

**An employee may be eligible for sick leave due to a personal illness or physical incapacity resulting from causes beyond the employee's control or due to illness in the immediate family, which would require the employee to take care of the family.**

**An employee who is unable to report for work, due to one of the designated reasons shall report the reasons for his/her absence to their supervisor or someone acting for their supervisor, within one (1) hour from the time he/she is expected to report to work. Sick leave, with pay shall not be allowed unless such report has been made. If such leave is taken, it should be noted on the time card or time sheet.**

**For each day of sick leave taken beyond three (3) days, the employee must present a written statement from a physician certifying that the employee's condition prevented him/her from appearing for work and indicating when the employee can return to work.**

**If an employee accepts sick leave benefits based on false statements or evidence he/she shall be subject to disciplinary action. The County reserves the right to investigate any application for sick leave, including examination of satisfactory medical proof of sickness or disability.**

**An employee who uses all of the sick/PTO leave benefits for which he/she is eligible shall be placed on an inactive status without pay unless the Catastrophic Leave Committee votes to extend sick/PTO leave benefits due to extenuating circumstance.**

**Employees who are separated from employment with the County shall not be paid for accumulated sick/PTO leave. At that time, it will be added to the Catastrophic Leave Fund.**

**Passed and adopted this 19<sup>th</sup> day of March, 2015.**

**APPROVED: \_\_\_\_\_  
Roger Hooper, County Judge**

**ATTEST: \_\_\_\_\_  
Pam Bradford, County Clerk**