



Effective Tuesday, September 6, 2022, as approved by the Board of County Commissioners:

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Changes to the existing sick leave and annual leave usage and payouts:

1. Employees must leave in “good standing” to be eligible for any leave payout. “Good standing” is such as, but not limited to, providing two weeks’ written notice, working the final two weeks (employees cannot use sick and/or annual leave to satisfy the notice period), and no pending disciplinary action. The department head, in consultation with the HR Director, may waive the two weeks’ notice in certain circumstances.
2. Employees who leave in “good standing” *may* use sick leave during their notification period, provided it is submitted and approved for a valid, qualifying reason. Employee may be asked to provide evidence of need for sick leave if requested during the notification period. Extended sick leave (more than three days during the notice period) will not be approved.