

**COUNTY OF GRANT
RESOLUTION R-13-53**

**REVISIONS TO GRANT COUNTY EMPLOYEE MANUAL, SECTION 6.3, SICK
LEAVE (February 2005, as amended)**

WHEREAS, Grant County has completed contract negotiations for year 2013 with representatives of the American Federation of State, County and Municipal Employees, Council 18, Grant County Public Employees, Local 2516 ("Union"); and

WHEREAS, as part of the wages package negotiated in 2013, the Union has agreed that Grant County will discontinue paying out ½ of accrued sick leave upon an employee's separation from employment with the county; and

WHEREAS, the Grant County Board of Commissioners ("Commission") desires to revise Section 6.3, Sick Leave, of the current Grant County Employee Manual (February 2005, as amended) to reflect the agreement regarding sick leave payout.

NOW THEREFORE, BE IT HEREBY RESOLVED, that in light of the interests described herein, the Commission adopts the following revisions to the current Grant County Employee Manual, Section 6.3, Sick Leave (February 2005, as amended):

6.3 SICK LEAVE

Regular, full-time employees are entitled to sick leave after six (6) months of continuous employment. Employees will accrue sick leave at the rate of four (4) hours per pay period based on twenty-six (26) pay periods per calendar year. Regular, part-time employees accrue sick leave on a prorated basis according to number of hours worked per pay period. The amount of sick leave that an employee may accrue will be unlimited. Sick leave may be granted, at the discretion of the Department Supervisor, for an employee illness, injury, legal matter, funeral leave, and to care for a family member who is ill or injured. When unable to work due to illness or injury, notification must be made to the Department Supervisor as soon as possible. Failure to make proper notification of intended sick leave absence may result in disciplinary action. The employee's supervisor may, at his/her discretion, request a doctor's statement of the employee's condition at any time during the sick leave absence. Failure to keep the Supervisor informed on a weekly basis as to the estimated date of return or failure to submit a doctor's certificate of release when requested may be considered as a voluntary resignation of employment.

Accrued sick leave hours in excess of two hundred forty (240) hours can be converted to annual leave at the rate of one for one, up to forty (40) hours per year. ~~Employees shall receive one-half (1/2) the cash equivalent of up to 1,000 hours of accumulated sick leave upon separation from employment, provided the employee is not terminated from employment and leaves employment in good standing.~~

An employee may donate accumulated leave to another employee who has taken Family and Medical leave (See section 6.4 FMLA) because of that employee's inability to work due to a serious health condition. Donated sick leave may not be utilized by an employee until he/she has utilized all of his/her available annual leave, sick leave, and compensatory time. Once he/she has utilized the twelve (12) weeks of Family and Medical leave, donated leave may be used for additional paid leave, at the discretion of the County Manager. The County shall transfer the donated sick leave to the sick leave account of the employee, by converting the dollar value of the donor's hourly rate of pay, to the hours of

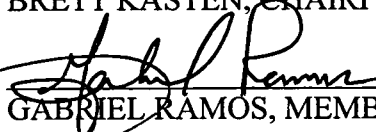
leave based upon the recipient's hourly rate of pay. Any unused donated leave shall not revert to the employees who donated the leave, Employees may donate leave to more than one employee, however, employees may not donate to the same employee more than once during a twelve (12) month period.

It is the responsibility of the employee in need of donated sick leave time to contact the Payroll Office for availability of donated sick leave hours. The necessary paperwork must be completed by both parties at least one (1) week prior to payday.

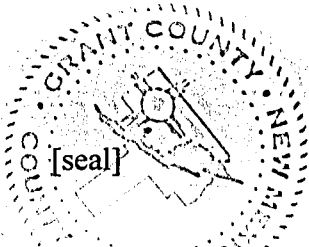
DONE this 24th day of July 2013, in Silver City, New Mexico.

BOARD OF GRANT COUNTY COMMISSIONERS:


BRETT KASTEN, CHAIRPERSON


GABRIEL RAMOS, MEMBER


RON HALL, MEMBER



ATTEST:


ROBERT ZAMARRIPA,
GRANT COUNTY CLERK