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SUBJECT: ANNUAL LEAVE, SICK LEAVE, FUNERAL LEAVE, AND HOLIDAYS  
POLICY

EFFECTIVE DATE: Revised June 6, 1994

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#### ANNUAL LEAVE

Annual leave is a benefit granted to full time and part time employees. Employees are encouraged to use their annual leave on a regular basis so as to provide time for rest and relaxation away from the work environment.

Annual leave must be approved in advance by the department head and/or designee.

Employees will accrue annual leave from the first day of work. If employee works 40 hours a week, he/she will accrue at the schedule below. Part time employees will accrue annual leave on a prorated basis.

Annual leave is accrued based on the following schedule:

<u>Years of Service</u>	<u>Per Month</u>	<u>Per Year</u>
Through 5 full years	8 Hours	12 Days
6 through 14 years	12 Hours	18 Days
15 or more years	16 Hours	24 Days

A maximum of 240 hours (30 days) may be carried beyond January 15th of each year.

Annual leave over 240 hours may be carried beyond January 15 in cases of extreme hardship or emergency with prior approval from the County Commission. Any annual leave over 240 hours must be used within 90 days. This procedure may not be used two consecutive years.

At time of resignation, retirement, dismissal or death the unused annual leave will be paid to the employee or beneficiary.

Annual leave can be transferred from one department to another.

Years of service credit will be for continuous years of employment with a break of less than one year.

#### DONATING ANNUAL LEAVE

A county employee may donate annual leave to the sick leave balance of another county employee who is suffering from or has a relative or household member suffering from a severe illness, injury or condition that has caused or is likely to cause the employee to take leave without pay or terminate employment.

The receiving employee must have used up all forms of paid leave prior to using shared leave. The employee's use of shared leave may not exceed four months in any twelve-month period. Once leave is donated, it is not returnable. Supervisors should forward all written documentation on shared annual leave to the Personnel Office.

No benefits will accrue for any unpaid leave that extends longer than 30 calendar days.

#### SICK LEAVE POLICY

Sick leave will accrue from the first day of employment and will accrue at the rate of eight (8) hours per month for employees working forty (40) hours per week. Part time employees accrue sick leave on a prorated basis based on the hours worked. Sick leave will not be granted to emergency, temporary, elected department heads or per diem employees. Sick leave may be used for employee's own illness, for medical and dental appointments.

Sick leave may be used by an employee to tend to the needs of certain family members who are ill or to assist them in obtaining medical services or other services related to their health or well being. Eligible family members include the employee's spouse, parent, child (natural, adoptive, foster or step-child), and any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member. An eligible family member does not need to reside with the employee or be financially or legally dependent unless they are outside the identified categories. Sick leave used for these purposes shall not exceed forty (40) hours per year (December 16 to December 15). Sick leave may be accrued to a maximum of 960 hours (120 days).

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Sick Leave (continued)

If any sick leave period is in excess of three (3) consecutive days, or if a sick leave pattern is identified by a department head, a medical doctor's written statement may be required. In addition, a well-documented unwarranted sick leave pattern may be cause for a written reprimand to be placed in the employee's personnel file.

Sick leave is transferable from one department to another.

Leave benefits will not accrue when any unpaid leave extends longer than 30 calendar days.

Abuse of sick leave is grounds for disciplinary action or dismissal.

Re-employment within one year constitutes retention of accrued sick leave reflected at time of termination in good standing.

Employees subjected to a Reduction in Force (RIF) will be granted a 24-month extension of retention of sick leave.

Social Service employees will accrue sick leave according to North Dakota State policy as follows:

- 1) Unlimited accrual of sick leave.
- 2) Accumulated sick leave balances may transfer from one Human Service Agency to another, however, leave is not transferable to Cass County from any other agency or employer.

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#### SICK LEAVE ACCUMULATION PAYOFF

Cass County employees will receive a monetary compensation for one-half of all hours accumulated over 960 at the employee's hourly rate of pay. Compensation will be made to employees one time each year in the month of December or when employment is terminated. This policy does not apply to Social Service employees as they accrue unlimited sick leave.

#### FUNERAL LEAVE POLICY

Funeral leave will be granted to full-time employees. Part-time employees will be granted funeral leave on a prorated basis.

Up to thirty-two (32) consecutive working hours may be granted, at the discretion of the department head, with pay as funeral leave in the case of death of the employee's immediate family. Immediate family includes spouse, children, parents, brothers, sisters, grandchildren or grandparents.

Up to sixteen (16) consecutive working hours may be granted with pay in the case of death of the employee's extended family. Extended family includes mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, grandparents-in-law, foster parents and foster children of employee or other relatives at the discretion of the department head.

Social Service employees shall follow the state merit system administrative rules as listed:

"Funeral leave" means an approved absence from work, with pay of up to twenty-four working hours, provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family or in the family of an employee's spouse.

"Family" means husband, wife, son, daughter, father, mother, stepparent, brother, sister, grandparent, grandchild, foster parent, foster child, daughter-in-law and son-in-law, of the employee and employee's spouse.

#### HOLIDAYS

The official holidays for Cass County are the following holidays:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Good Friday		

Or any other holiday as declared by the Governor of the State of North Dakota.

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Holidays (continued)

Full time employees will be given eight (8) hours paid holiday time for each of the holidays listed above. Part time employees who work 20 or more hours per week will receive prorated holiday time.

All non-exempt employees who are scheduled to work on any of these days will be paid straight time for all hours worked, plus holiday hours or time off on an hour for hour basis. If the holiday occurs on a day which is a regularly scheduled day off for the employee, he/she will receive additional pay for that work week equal to eight (8) hours pay at straight time or eighth (8) hours of comp time. Part-time employees who work under twenty (20) hours per week are not eligible for holiday pay.

All non-exempt employees who are required and authorized by their department head to work during an emergency call-out will be compensated at 1-1/2 times the normal rate for actual or observed holidays. Exempt level personnel scheduled to work on an observed holiday will receive an additional day off with pay at straight time to be taken at a later date.

County offices will be open for business the day after Thanksgiving subject to:

1. Individuals may request and use annual leave with the appropriate department head's approval.
2. Department heads are encouraged to comply with all reasonable annual leave requests, keeping in mind the requirements of the department.
3. Departments that are going to be closed must have their offices covered by forwarding telephone calls and placing messages on their doors referring customers to another county department that is open.

When a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When a holiday falls on a Sunday, the following Monday shall be designated a substitute holiday and observed as the official holiday.

The Christmas holiday schedule shall be as follows: When Christmas Day falls on a weekday, the day(s) listed below shall be the holiday:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Monday only	Monday & Tuesday	Tuesday Noon & Wednesday	Wednesday Noon & Thursday**	Thurs.Noon Friday

\*\* The same policy governing the Friday after Thanksgiving shall apply to the Friday after Christmas.