

STATE OF SOUTH CAROLINA)
)
COUNTY OF CLARENDON)

RESOLUTION NO.: 2020-04

**A RESOLUTION TO AMEND THE CLARENDON COUNTY
EMPLOYEE GUIDELINES MANUAL**

WHEREAS, Clarendon County adopted an Employee Guidelines Manual by resolution to provide County employees an efficient and comprehensive guide to the policies of Clarendon County with regard to employment. The Employee Guidelines Manual was created to assure compliance with State and Federal requirements, and

WHEREAS, Clarendon County Council finds it must from time to time review this Manual to ensure continued compliance and that appropriate policies are in place for the health and safety of County employees, amending and renewing policies as a result, and

WHEREAS, in the interest of furthering a safe and healthy environment for County employees, Clarendon County Council wishes to amend the Sick Leave Policy to better define the accumulation rates of Sick Time granted (paragraph two) and to grant an additional forty hours per calendar year for employees to use for an Immediate Family Member's illness (paragraph four) as attached hereto.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL FOR CLARENDON COUNTY, SOUTH CAROLINA, DULY ASSEMBLED THAT THE FOLLOWING IS HEREBY ADOPTED:

Clarendon County does hereby amend the Clarendon County Employee Guidelines policy on Sick Leave to better define the accumulation rates of Sick Time granted (paragraph two) and to grant an additional forty hours per calendar year for employees to use for an Immediate Family Member's illness (paragraph four) as attached hereto.

DONE IN A MEETING DULY ASSEMBLED, this 9th day of March 2020.

CLARENDON COUNTY, SOUTH CAROLINA

By: _____
Dwight L. Stewart, Jr.
Council Chairman

Attest:
By: _____
Dorothy M. Levy
Clerk to County Council

Sick Leave

Proposed Policy Amendment

Clarendon County provides paid sick leave benefits to regular, full-time employees for periods of temporary absence due to illness or injury. Sick leave is a privilege and not a right an employee may demand. Sick leave may not be taken prior to being accumulated. A Department Manager or the County Administrator may require that an employee provide a medical excuse for sick leave of any duration at any time. If a medical excuse is not available as requested, then any authorization for sick leave may be rescinded and the employee may not be paid for the time missed.

Employees, as a function of years of employment, of those departments working 1,950 hours annually, and those working in excess of 1,950 hours annually accumulate hours per month as reflected in the chart below:

Years of service	Departments working 1,950 hours	Departments working over 1,950 hours
0-10 years	7.5 hrs/mo (12 days)	8.0 hrs/mo (12 days)
11-15 years	9.375 hrs/mo (15 days)	10.0 hrs/mo (15 days)
16-20 years	11.25 hrs/mo (18 days)	12.0 hrs/mo (18 days)
21+ years	12.5 hrs/mo (20 days)	13.333/mo (20 days)

Sick Leave can be accumulated up to 480 hours. Employees with less than six months' service accumulate sick leave at the rate as herein described but are not allowed to use sick leave during their introductory period. Reduced full time employees (30 hours) accumulate sick leave at a rate of 1.5 hours less than the rates stated above. Part time (less than 29 hours) and temporary employees do not accumulate sick leave.

Accumulated sick leave of up to 80 hours per calendar year may be used by an employee for an Immediate Family Member's illness. An employee may, with the approval of the County Administrator and their designated Department Manager, use over the designated number of hours of their accumulated sick leave for an Immediate Family member's illness. The County Administrator or designated Department Head reserves the right to request information from the employee to verify an Immediate Family Member's illness. "Immediate Family Member" is defined as the spouse, children, parents, grandparents, great-grand parents, brothers, sisters, grandchildren, of either the employee or the spouse, stepchildren, and stepparents.

Employees must complete a "Request for Leave" form indicating sick leave and the amount of time away from work and submit it to their Department Manager/Elected Official who shall either approve or disapprove and then submit form to the County Human Resources Department.

Sick Leave

Current Policy

Clarendon County provides paid sick leave benefits to regular, full-time employees for periods of temporary absence due to illness or injury. Sick leave is a privilege and not a right an employee may demand. Sick leave may not be taken prior to being accumulated. A Department Manager or the County Administrator may require that an employee provide a medical excuse for sick leave of any duration at any time. If a medical excuse is not available as requested, then any authorization for sick leave may be rescinded and the employee may not be paid for the time missed.

All full-time employees accumulate paid sick leave at the rate of 7½ or 8 hours (depending on the number of hours worked annually) per month of continuous service. Sick Leave can be accumulated up to 480 hours. Employees with less than six months' service accumulate sick leave at the rate as herein described but are not allowed to use sick leave during their introductory period.

Sick leave up to 37½/40 hours per calendar year may be used for family illness for family members living in the employee's home. An employee may, with the approval of the County Administrator and their designated Department Manager, use a designated number of their accumulated sick leave for an immediate family member that has been diagnosed as terminally ill provided the employee is a caregiver to that family member. Immediate family member is defined as the spouse, children, parents, grandparents, great-grand parents, brothers, sisters, grandchildren, of either the employee or the spouse, stepchildren, and stepparents.

Employees must complete a "Request for Leave" form indicating sick leave and the amount of time away from work and submit it to their Department Manager/Elected Official who shall either approve or disapprove and then submit form to the County Human Resources Department.