

**RESOLUTION AUTHORIZING SICK LEAVE AND VACATION TIME
FOR COUNTY OFFICERS AND EMPLOYEES**

A Resolution concerning the sick leave time and vacation time to be provided to all County officers and full-time employees of Woodson County, Kansas.

The Board of County Commissioners of Woodson County, Kansas, meeting at the Woodson County Courthouse on the 19th day of January, 1993, for the purpose of transacting any business that might come before the Board, hereby adopts the following resolution:

IT IS HEREBY RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that each full-time County officer and employee shall receive eight (8) hours per month as sick leave. Such officer or employee may accumulate up to four hundred eighty (480) hours sick leave to be used only as needed by such employee.

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that any full-time County Officer or employee who shall have accumulated an excess of four hundred eighty (480) hours sick leave by November 30th of any year shall be paid for each hour above the four hundred eighty (480) hours up to a maximum of five hundred sixty (560) hours accumulated by such officer or employee. Further, if any such officer or employee should elect to receive compensation for accumulated sick leave not used, that such officer or employee would begin the new year with a full four hundred eighty (480) hours sick leave, with the "new year" to commence as of December 1st of any such year.

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that each full-time County officer and employee shall receive forty (40) hours of paid vacation after one (1) year of employment and shall receive (80) hours of paid vacation after two (2) full years of employment. Further, each full-time County officer and employee who has been in the employ of Woodson County for more than ten (10) years shall receive an additional eight (8) hours of paid vacation per year of employment in excess of ten (10) years up to a total maximum of one hundred twenty (120) hours per year of paid vacation.

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that any full-time officer or employee who by the anniversary date of their employment of each year or upon termination of employment of such officer or employee, has not used all of the vacation hours allotted such officer or employee, as heretofore set out shall be entitled to compensation for any unused vacation hours and portions thereof based upon such officers or employees regular compensation.

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that the County officers and Department Heads will be responsible to certify vacation and sick leave on their departments employees on a form to be designated by the County Commissioners. These forms shall be completed by each Department Head or County Officer and turned into the Commissioners the 25th of each month by an attachment to the pay voucher. No salary payments will be honored without the vacation or sick leave information.

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that the following shall constitute all of the paid holidays and time off days for all full-time County officers and employees, for the year 1993 to-wit:

New Year's Day, December 31, 1993
Washington's Birthday, February 15, 1993
Memorial Day, May 31, 1993
Independence Day, July 5, 1993
Labor Day, September 6, 1993
Veteran's Day, November 11, 1993
Thanksgiving, November 25 & 26, 1993
Christmas Day, December 24, 1993
Employee's Birthday, taken as desired
December 23, 1993 - half-day
December 30, 1993 - half-day

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that the aforementioned holidays shall be the only paid holidays for 1993. Exused time off days for the year 1993 with the exceptions of the following will be considered on an individual basis, to-wit:

(1) The serious illness of a spouse, child or parent of the employee or officer (Dr. Certificate required).

(2) The death and funeral of a spouse, child, or parent of the employee or officer.

(3) Any employee requested to serve as a casket bearer or a singer for any funeral.

All other absent days will be considered as leave without pay. In all instances, prior notice of absenteeism is required.

IT IS FURTHER RESOLVED by the Board of County Commissioners of Woodson County, Kansas, that all employees of the Sheriff's Department shall have as a work period, seven (7) consecutive days commencing at 12:01 a.m. on Sunday of each week; all other employees or officers shall have a work period, seven (7) consecutive days commencing at 5:00 p.m. on Friday of each week.

IT IS FURTHER RESOLVED by the Board of County Commissioners that overtime will be paid to only those employees who do not serve in an administrative capacity and to those employees for whom overtime compensation is mandatory pursuant to Federal law and regulations; overtime compensation will be paid to such qualifying employees for work in excess of forty (40) hours in a work week as defined above at the rate of 1 1/2 times their regular pay or in lieu thereof, such employee may take time off at the rate of time and one half.

ADOPTED this 19th day of January, 1993.

BOARD OF COUNTY COMMISSIONERS
OF WOODSON COUNTY, KANSAS

Glav Yoho

Glav Yoho, Chairman

Gordon Mc Nitt

Gordon Mc Nitt, Vice-chairman

Kenneth E. Herring

Kenneth E Herring, Member

ATTEST:

Sondra K. Solander

SONDRA K SOLANDER

COUNTY CLERK

52% COTTON FIBER

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WARRANTY BOND

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