

RESOLUTION NO. 22-14

A RESOLUTION AMENDING RESOLUTION NO. 99-04 PROVIDING FOR THE SHARING OF PAID TIME OFF AMONG COUNTY EMPLOYEES

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF WOODSONCOUNTY, KANSAS that Woodson County Resolution 99-04 is hereby amended to reflect the following:

BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF WOODSONCOUNTY, KANSAS that Woodson County employees may donate a portion of their paid time off to another qualified employee based upon the requirements and guidelines set for herein:

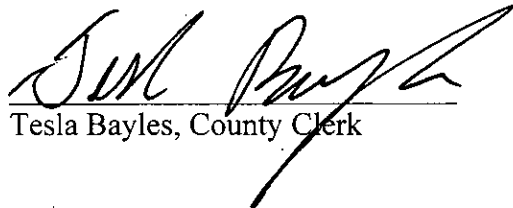
1. A county employee will qualify to receive donations of paid time off from other county employees if the employee in need of the donations meets the following qualifications:
 - a. The employee in need must be a full-time employee of Woodson County, Kansas for at least 6 months.
 - b. The employee in need must have had prior satisfactory job attendance.
 - c. The employee in need must have a serious, extreme, or life-threatening illness, injury, impairment, and/or physical or mental condition or a member of the employee's family is in such condition. A family member is any member of the employee's household.
 - d. The employee in need must have medical documentation to support his/her claim as a person in need.
 - e. A county employee receiving workman's compensation and/or long term disability does not qualify to receive donated leave from other county employees.
 - f. To receive donated leave time from other employees, the employee or his/her Department Head must complete and submit a request form after all employee's other leave is exhausted and return said request form to the County Clerk's office.
2. The County Clerk shall check all request forms for necessary qualifications; approve or deny the request and notify the applicant whether the request has been approved or denied.
3. After the County Clerk has approved the request, the clerk shall notify other county employees by means of a Memo of the need and provide donation forms to interested employees.
4. A County Employee may donate 12 or 24 hours of his/her paid time off if the employee has a balance of 40 hours or more.
5. A County Employee may donate up to 32 hours of his/her paid time off if the employee has a balance of 80 or greater hours of paid time off.

6. All donations must be made in 4 hour increments and must be submitted in writing on proper forms and return to the County Clerk.
7. Any unused donated leave time will be returned to the donor thereof, if said time is unused.
8. All compensation paid to employees receiving donated leave time will be paid on the rate of pay of the person receiving the donation.

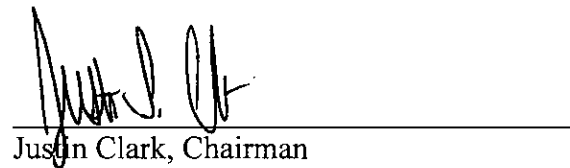
PASSED and APPROVED by the Board of County Commissioners of Woodson County, Kansas and shall become legal and effective after its publication one time in the Yates Center News.

**BOARD OF COUNTY
COMMISSIONERS WOODSON
COUNTY, KANSAS**

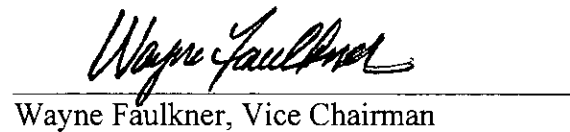
ATTEST:



Tesla Bayles, County Clerk



Justin Clark, Chairman



Wayne Faulkner, Vice Chairman



Monty Barnett, Member