

RESOLUTION NO. 91-91

SICK LEAVE SHARING POLICY

WHEREAS, Mason County employees historically have joined together to help their fellow employees who suffer from, or have relatives or household members suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition which prevents the individual from working and causes great economic and emotional distress to the employee and his/her family; and

WHEREAS, these circumstances may be exacerbated because the affected employees use all their accrued sick leave and annual leave and are forced to take leave without pay or terminate their employment;

NOW THEREFORE BE IT RESOLVED;

- I. It shall be the policy of the Board of Mason County Commissioners to allow employees to transfer sick leave to other employees, provided:
 - A. The recipient employee suffers from, or has a dependent relative or household member suffering from, an illness, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status, or terminate County employment;
 - B. The recipient employee's absence and the use of shared leave are justified;
 - C. The recipient employee has depleted or will shortly deplete his or her annual and sick leave reserves;
 - D. The recipient employee has abided by County rules regarding sick leave use.
- II. The Board authorizes the transfer of leave in advance. The Board shall establish the amount of leave which an employee is eligible to receive, provided no employee shall receive more than two-hundred sixty (260) days;
- III. An employee who has an accrued sick leave balance of more than thirty days may request that the County transfer a specified amount of sick leave to another employee authorized to receive leave under subsection I. of this section. In no event may the employee request a transfer of an amount of leave that would result in his or her sick leave account going below thirty days.
- IV. Leave transferred under this section may be transferred from employees of one

department of the same department, or to an employee of another department.


- V. While an employee is on leave transferred under this section, he or she shall continue to be classified as a County employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued annual leave or sick leave.
- A. All salary and wage payments made to employees while on leave transferred under this section shall be made by the department employing the person receiving the leave. Leave shall be transferred on an hour for hour basis.

ADOPTED this 20th day of August, 1991.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON



William O. Hunter, Chairperson

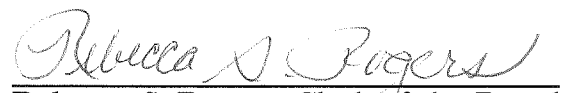


Michael D. Gibson, Commissioner



Laura E. Porter, Commissioner

ATTEST:



Rebecca S. Rogers, Clerk of the Board
APPROVED AS TO FORM:

C: File
Accounting Department (2)
Budget Director
Elected Officials\
Department Heads
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Deputy Prosecuting Attorney