

**Minutes of the Marshall County Personnel Board**  
**Public Hearing for Modifications to the Employee Handbook**  
**Sick Leave and Annual Leave Accrual Policy**  
**Monday, May 14, 2012**

A meeting of the Marshall County Personnel Board was held on Monday, May 14, 2012, in the Commission Chambers of the Marshall County Courthouse in Guntersville, Alabama. The purpose of the meeting was to hold a public hearing to discuss amending the sick leave and annual leave accrual sections of the Personnel Board's Policies and Procedures.

The following Board members were present:

Jason Windsor, Chairman  
Martha Handschumacher, Vice-Chairman  
Talmadge Butler, Secretary  
Randall Haney, Board Member  
Charles Whisenant, Board Member

Also present were Board Attorney Jeff McLaughlin, Personnel Administrator Christy Kelley, and Personnel Assistant Beverly Lemons.

Chairman Windsor announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes to the Marshall County Employee Handbook. The changes are to amend the sections concerning sick leave and annual leave accrual per pay period. (Proposed changes are attached.)

Chairman Windsor recognized Mrs. Andrea LeCroy of the Probate Judge's Office who was in attendance; she had no comments concerning the changes.

Chairman Windsor recognized Chairman James Hutcheson and County Attorney Clint Maze. Attorney Maze explained that an independent audit concerning sick leave and annual leave had been performed for all employees. There were a number of things discovered:

- 1) Some employees had received leave they had not earned
- 2) Some employees accrued leave would need to be adjusted to bring them up to baseline as described in the personnel handbook.

Attorney Maze explained that no leave would be taken away; the only adjustment that would be made would be to add leave if the audit determined the employee was due additional leave. No negative adjustments would be made. He explained that memos of explanation would be sent to employees explaining the audit and adjustments.

Chairman Windsor requested that every employee receive a memo of explanation with their check for the last pay period in May.

Commission Chairman James Hutcheson stated that Shelly Fleisher and Christy Kelley had put a lot of work into trying to make this right and to make sure that employees were treated fairly. He expressed appreciation to them.

Chairman Windsor asked if there were other questions or comments. There were none. The public hearing was closed at 5:20 p.m.



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Talmadge Butler, Secretary  
Marshall County Personnel Board

## 11.5 ANNUAL LEAVE.

### *Current Policy*

**11.5.2. Accrual of Annual Leave.** All full-time classified employees will earn annual leave according to the schedule below:

Completed Years of Continued Service	Annual Accumulation
0 – but less than 4 years	10 days
4 – but less than 9 years	13 days
9 – but less than 14 years	16 days
14 – but less than 19 years	19 days
19 – but less than 24 years	22 days
24 years or more	26 days

**11.5.3. Proration of Annual Leave Credit.** Annual leave credits will be earned by an eligible employee for each pay period in which he/she is eligible to earn annual leave. However, an employee will not earn any leave credit for any pay period in which he/she is a non-pay status for more than five (5) scheduled working days. Part-time classified employees do not earn annual leave.

### *Proposed Policy*

**11.5.3 Accrual of Annual Leave.** Annual leave credits will be earned by an eligible employee for each pay period in which he/she is eligible to earn annual leave. However, an employee will not earn annual leave credits for any pay period in which he/she is in a non-pay status for more than half of their normal work schedule. Part-time classified employees do not earn annual leave.

## 11.6 SICK LEAVE.

### *Current Policy*

**11.6.1. Accrual of Sick Leave.** Full-time classified employees will earn sick leave credit at the rate of eight (8) hours per month for a total of ninety-six (96) hours of sick leave per year. Part-time classified employees do not earn sick leave. Eligible employees may accumulate unlimited hours of sick leave credit except as detailed in Article 11.6.3.

**11.6.2. Non-Pay Status.** Eligible employees will not earn any sick leave credit for any month which they are in a non-pay status for more than ten (10) working days.

### *Proposed Policy*

**11.6.1. Accrual of Sick Leave.** Full-time classified employees will earn sick leave credit at the rate of 3.7 hours per pay period, up to a total of 96.2 hours per year, for each pay period in which he/she is eligible to earn sick leave. Part-time classified employees do not earn sick leave. Eligible employees may accumulate unlimited hours of sick leave credit except as detailed in Article 11.6.3.

**11.6.2. Non-Pay Status.** *Employees will not earn sick leave credits for any pay period in which they are in a non-pay status for more than half of their normal work schedule.*

## FMLA POLICY

### D. Accrual of Sick and Annual Leave

#### CURRENT

Sick and annual leave will not continue to accrue during any unpaid leave taken over five (5) working days per pay period. 29 U.S.C. 2601 §104 (3).

#### PROPOSED

*Sick and annual leave will not continue to accrue during any pay period in which an employee is in a non-pay status for more than half of his/her normal work schedule. 29 U.S.C. 2601 §104 (3).*