

**Minutes of the Marshall County Personnel Board
Public Hearing for Modifications to the Employee Handbook
Sick Leave Donation Policy and Operating Rules
Monday, April 13, 2015**

A meeting of the Marshall County Personnel Board was held on Monday, April 13, 2015 at 5:15 p.m. 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 amendments to the Personnel Policies, Section 11.6.9, Sick Leave Donation Program, and the Operating Rules for the Marshall County Sick Leave Donation Program.

The following Board members were present:

Jason Windsor, Chairman
Keith Swisher, Vice Chairman
Charles Whisenant, Board Member
Randall Haney, Secretary
Ben Gamel, Board Member

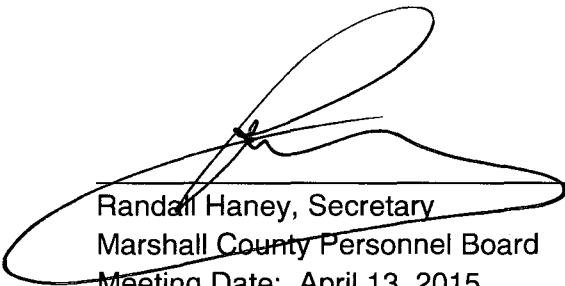
Also present were Board Attorney Jeffrey McLaughlin.

Chairman Windsor announced that the purpose of the public hearing being held by the Marshall County Personnel Board was to discuss proposed policy changes regarding the Sick Leave Donation Program. The changes are to amend Section 11.6.9, Sick Leave Donation Program, and the Operating Rules for the Marshall County Sick Leave Donation Program.

A copy of the proposed changes is attached.

Chairman Windsor called the public hearing to order at 5:15 p.m. A discussion concerning the changes was held by the Board. Comments were given by several employees and department heads concerning the changes.

Chairman Windsor closed the public hearing at 5:45 p.m.



Randall Haney, Secretary
Marshall County Personnel Board
Meeting Date: April 13, 2015

June 8, 2015
Date

**OPERATING RULES
MARSHALL COUNTY SICK LEAVE DONATION PROGRAM**

Purpose:

The purpose of the Marshall County Sick Leave Donation Program is to provide a method for county merit employees to voluntarily assist fellow employees who are experiencing a catastrophic illness and have expended their own sick leave, annual leave and compensatory time during the course of the illness. The program provides guidelines by which merit employees may donate sick leave to eligible associates who stand in need of help and have requested it after all available personal leave has been exhausted. The program is completely voluntary and is restricted to merit employees of the county.

Conditions

Recipient:

1. The recipient, **or an employee-recipient's family member as defined in Section 11.6.4(d) of the Marshall County Personnel Policy**, must be experiencing a catastrophic illness, i.e., heart surgery, cancer, brain surgery, major skeletal or orthopedic surgery, long-term rehabilitation, etc.
2. The recipient must have exhausted all sick leave, annual leave and compensatory time.
3. The recipient, **or an employee-recipient's family member as defined in Section 11.6.4(d) of the Marshall County Personnel Policy**, must be under the care of a doctor and **the recipient** must be prepared to present a doctor's statement if it is requested.
4. The recipient is required to present a written request for donated sick leave to his/her supervisor.
5. The recipient must sign pertinent form(s) as required.

**POLICIES AND PROCEDURES
OF THE PERSONNEL BOARD
MARSHALL COUNTY, ALABAMA**

- 11.6.9 Sick Leave Donation Program.** *Marshall County has a sick leave donation program that has been approved by the Marshall County Personnel Board. The program provides guidelines whereby merit employees may donate sick leave (1) to eligible merit employees who, because of catastrophic illness, have exhausted all personal leave or (2) to eligible merit employees who have exhausted all personal leave and who have a family member as identified in Section 11.6.4(d) who has suffered a catastrophic illness. A copy of the rules may be obtained from the department supervisor.*