

## PERSONNEL POLICY MANUAL

### AMENDMENT #1

#### 1. Addition to Section 22.2 - Sick Leave Taken

"Sick leave shall be granted for qualifying absences, but the total hours submitted (including worked hours, comp time, vacation time, personal time and sick time) on your timesheet should not exceed 40 hours for a work week."

Example: You are scheduled to work eight hours, five days per week. You worked eight hours for four days and were granted sick leave for eight hours, one day. Since you already have 40 hours reflected for the work week (32 worked, 8 sick leaves), you cannot add previously accrued comp time to the time sheet for that week.

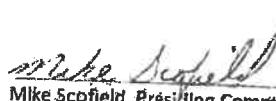
If your work hours, comp time, vacation time and personal time recorded for the work week equals 40 hours, then you will not be granted sick leave for any work hours missed."

#### 2. Addition to Section 19.9 – Payment for Overtime

"You may be paid at anytime for accrued comp time" will be changed to:

"You may be paid at anytime for accrued comp time at the County Commission's discretion."

This amendment #1 to the Personnel Policy Manual is hereby submitted and adopted.

  
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Mike Scofield, Presiding Commissioner

6/22/15  
Date

  
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Danny Strahan, Eastern District Commissioner

6/22/2015  
Date

  
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Brandon Williams, Western District Commissioner

6-22-15  
Date