

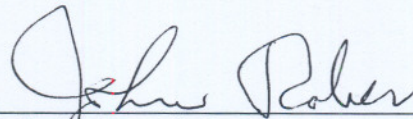
**LUMPKIN COUNTY RESOLUTION NO. 2009-18**

**A RESOLUTION TO AMEND THE LUMPKIN COUNTY CIVIL SERVICE PLAN - SICK LEAVE**

**Whereas**, the governing authority of Lumpkin County desires to amend the Civil Service Plan to provide for a Sick Leave Bank;

**Now therefore, it is hereby resolved** that the Lumpkin County Civil Service Plan is amended to add "Sick Leave Bank" to Section 5, Leave, of the Lumpkin County Personnel Policies, as set out in the attached Exhibit "A," which is by reference incorporated herein as fully as if transcribed hereon.

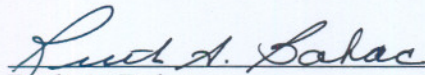
**Resolved, adopted and effective** this 19<sup>th</sup> day of February, 2009.



---

John Raber, Chairman  
Lumpkin County Board of Commissioners

Attest:



---

Ruth A. Bohac  
Clerk, Lumpkin County

## **Sick Leave Bank**

The Sick Leave Bank is designed to assist Lumpkin County employees who have exhausted their sick, vacation leave and comp time due to serious illness, accident, or injury or to care for an immediate family member who has a serious illness. A five member committee is responsible for the administration of the program with the assistance of the Human Resources Department.

## **Membership Eligibility**

Membership is open to all employees who have been employed by Lumpkin County for a minimum of one year. To become a member, employees must donate a minimum of three (3) days sick leave to the Sick Leave Bank and complete an enrollment/waiver form stating that he or she is aware of the guidelines of the Sick Leave Bank and that he or she relieves the Sick Leave Bank Committee and Lumpkin County from any liability as a result of action taken by the Sick Leave Bank Committee.

Employee must have a minimum balance of five (5) days of accrued sick leave following the donation. The minimum annual donation is three (3) days and the maximum donation to the Sick Leave Bank is five (5) days per year. Leave donations will be transferred during the month of October each year to coincide with the open enrollment period for benefits.

If an employee withdraws from the Sick Leave Bank, the sick leave days donated remain in the Sick Leave Bank and are not refundable to the employee.

## **Application and Approval Process**

A Sick Leave Bank member is eligible to submit a Sick Leave Bank Request form when he or she has exhausted all personal sick leave, annual leave and comp time accruals. The Physician's Verification Form must be completed and returned with the request form. Forms may be obtained in the Human Resources office

The five member committee will review the request form and physician's verification and make a decision on the employee's request within 10 working days of receiving the request. The decision of the committee will be final and binding.

Sick Leave Bank members are not entitled to receive sick leave and workers' comp simultaneously. No profit can be made from illness or disability. Sick Leave Bank withdrawals will be allowed for those members who pay short term disability in accordance with the regulations governing the payment of short term disability.

The maximum number of Sick Leave Bank days that may be approved for any participating member is 30 days per twelve (12) month period. An extension of fifteen (15) days may be granted at the discretion of the committee with the approval of the County Manager.