

RESOLUTION

CHANGE TO MILITARY LEAVE POLICY - CHAPTER FIVE OF THE PERSONNEL

POLICIES AND PROCEDURES MANUAL

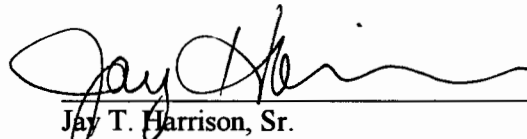
WHEREAS, reserve members of the uniformed services are being called up for active duty for an extended period of time; and

WHEREAS, many such reserve members and their families may be experiencing a reduction in income through lower military pay while defending the United States of America; and

WHEREAS, the Board of Supervisors does not believe that our employees who are members of the reserve components called to active duty with the armed forces and their families should sacrifice a salary reduction while defending our country.

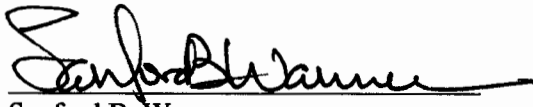
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby adopt the attached revision to Section 5.4 E.5, Military Leave, of the James City County Personnel Policies and Procedures Manual. Without a resolution to extend it, the policy shall cease on June 30, 2004.

Effective date: July 1, 2002.



Jay T. Harrison, Sr.
Chairman, Board of Supervisors

ATTEST:



Sanford B. Wanner
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
MCGLENNON	AYE
BROWN	AYE
GOODSON	AYE
KENNEDY	AYE
HARRISON	AYE

Adopted by the Board of Supervisors of James City County, Virginia, this 25th day of March, 2003.

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balance at the rate of one hour's pay for every four hours of accrued sick leave or \$1,000, whichever is less. If two weeks' notice is not given by the employee, or if the employee is discharged for disciplinary reasons, sick leave payments shall be forfeited. Exceptions may be made by the department manager.

- d. Sick Leave Bank - Employees may elect to pool accumulated sick leave into a sick leave bank for the purpose of providing participating employees additional leave for extended illness or injury. Such a bank shall be administered by employees, supported by employees, and shall cease to exist should there be insufficient employee interest.
- 3. Personal Leave - may be used by an employee to provide paid absences upon the death of a member of an employee's immediate family or upon the life-threatening illness of a member of an employee's immediate family which requires the employee's attendance.
 - a. Amount of Leave - Personal leave, if requested by the employee, shall be granted by the supervisor for up to three (3) days per death or life-threatening illness which requires the attendance of the employee. Exceptions may be granted by the department manager.
- 4. Civil Leave - may be used by an employee to provide paid absences while serving on a jury, or attending court as a witness under subpoena.
 - a. Compensation - An employee compensated for civil duties, as by jury or witness fees, shall either take annual or compensatory leave, or turn over compensation received to the County.
 - b. Exclusion - In those circumstances where a County employee is acting as an expert witness in a court proceeding which is not directly related to his duties for the County, the employee shall be charged annual or compensatory leave or leave without pay.
- 5. Military Leave - may be used by an employee who is a member of the organized reserve forces of any of the armed services of the United States, National Guard, or naval militia to provide paid absences of up to fifteen days per Federal fiscal year during which he is engaged in annual active duty for training, or when called forth by the Governor during a disaster.
 - a. Special Circumstances - *Employees who are members of the forces listed above and are involuntarily called to Federally funded military active duty shall receive the following:*
 - 1) *A Military Pay Differential in the amount of the difference between the employee's military base pay plus basic allowances*

for housing and subsistence, and the employee's regular County base pay. If the employee's military pay plus allowance exceeds the County pay, no differential shall be paid.

2) Up to one year's accrual of sick and annual leave credited to the employee 30 days after return to employment. Exceptions may be granted by the County Administrator.

6. School Leave - may be used by an employee to provide paid absences to perform volunteer work in a school, to meet with a teacher or administrator concerning the employee's children, step-children, or children over whom the employee has custody, or to attend a school function in which such a child is participating. School leave may be used for these purposes in a public or private elementary, middle, or high school.

a. Amount of Leave

- 1) Employees in full-time permanent and limited-term positions may take up to eight (8) hours of School Leave per fiscal year.
- 2) Employees in part-time permanent and limited-term positions may take up to the number of hours of their monthly sick leave accrual rate per fiscal year.

7. Leave Without Pay - may be used by an employee to provide unpaid absences for a variety of reasons outlined below including any mutually agreeable reason.

a. Purpose - An employee shall be on leave without pay under the following circumstances:

- 1) Approved absence for which the employee has insufficient accrued leave, or for which the employee elects, with the concurrence of the department manager, not to use accrued leave.
- 2) Absences authorized as a condition of employment; or
- 3) Unapproved absence from the job during a scheduled work period;

b. Other Benefits and Conditions of Employment

- 1) Sick and annual leave shall not be earned for any pay period during which an employee takes leave without pay that is not approved prior to use or which exceeds one full work day.
- 2) An employee's performance increase date shall be deferred one calendar month for each period of thirty (30) consecutive