

ORDINANCE 2021-10

AN ORDINANCE AMENDING THE MONROE COUNTY PERSONNEL POLICY

WHEREAS, the personnel policy of Monroe County and the Tenth Judicial Circuit has been approved and is to be revised periodically; and,

WHEREAS, the Monroe County Board of Commissioners, the Monroe County Board of Judges, and the Monroe County Prosecuting Attorney find it necessary to amend the personnel policy as described below.

NOW, THEREFORE, BE IT ORDAINED by the Monroe County Board of Commissioners, the Monroe County Board of Judges and the Monroe County Prosecuting Attorney that the Monroe County Personnel Policy Handbook be amended as follows:

(Deleted language is indicated by ~~strikeout~~ and added language is indicated by underline):

6.2.2 BEREAVEMENT LEAVE

At their supervisor's discretion and after consultation occurs between the employee and the supervisor, full-time employees will be granted up to three (3) working days (24 hours) for the death of:

- a. Spouse
- b. Child
- c. Grandchild
- d. Parent (or an individual who stood in loco parentis to an employee when the employer was under the age of 18)
- e. Sibling
- f. Grandparent
- g. In-law relative of the same degree
- h. Step relative of the same degree
- i. Other relative of whom the employee is the sole survivor

When an employee is on FMLA leave to care for a family member and the leave is terminated

by the death of the family member, the employee will be granted the normal time off for funeral/bereavement as described above.

Additional time off may be granted by the employee's supervisor with the additional leave charged against the employee's accrued compensatory time, vacation leave, sick leave or personal benefit leave.

At their supervisor's discretion and after consultation occurs between the employee and the supervisor, full-time employees will be granted compensated time to attend the calling and services of someone employed by, or volunteering for, the County at the time of his/her death.

For the purpose of Section 6.2.2, Domestic Partner (Registered) will be treated as a spouse.

Completed leave request forms must be forwarded to the Human Resources Department. See Addendum A.

(Employee Time Off Request Form) P:\County Forms & Info\Human Resources Forms\FMLA_Other Leave_ADA

Adopted this ____ day of April, 2021, to be effective as of April 1, 2021.

MONROE COUNTY BOARD OF COMMISSIONERS

“YEAS”

“NAYS”

Julie Thomas, President

Julie Thomas, President

Lee Jones, Vice President

Lee Jones, Vice President

Penny Githens, Commissioner

Penny Githens, Commissioner

ATTEST:

Catherine Smith, Monroe County Auditor