

ORDINANCE 2007 - 12

**ORDINANCE TO AMEND PERSONNEL POLICY
REGARDING PAID TIME OFF/SICK LEAVE**

WHEREAS, LaPorte County Board of Commissioners had adopted a personnel policy that provide for paid time off; and

WHEREAS, such personnel policy was developed to award employees for faithful service; and

WHEREAS, there has been an abuse of such policy and there is a need for PTO time to be reviewed and revised as sick leave.

NOW THEREFORE, be it ordained by the LaPorte County Board of Commissioners that:

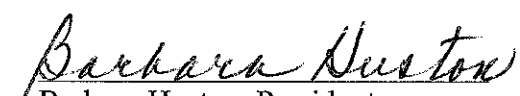
1. Title III, Section II Paid Time Off (PTO) is hereby rescinded and deleted in its entirety.
2. That the following Section II is now incorporated in the Personnel Policy and is captioned as "sick leave" to read as follows:
 - A. Full time regular employees shall accrue sick leave at the rate of one (1) day per full month of continuous service. Sick leave may be accumulated in a bank of up to a maximum of sixty (60) working days.
 - B. Sick leave may be taken for any of the following reasons:
 - (1) Verified illness or injury of the employee.
 - (2) Quarantine of the employee.
 - (3) Any reason for which an employee eligible to accrue sick time under this policy qualifies for leave under the FMLA.
 - C. The following rules and restrictions are to be followed:
 - (1) To be eligible for sick leave, an employee must call and talk to their supervisor not less than one (1) hour before the regular starting time at which they are to report to work.

- (2) A supervisor may request a written certificate from the employee's physician to verify the illness and/or release the employee for work.
 - (3) Sick leave may not be used for vacations or any other absence other than stated above.
 - (4) Employees will not be compensated for accumulated unused sick leave upon termination of employment except as specified in subsection 2.G. below.
 - (5) Any employee receiving compensation for sick leave who simultaneous is receiving disability compensation under the provisions of Worker's Compensation Act shall receive that portion of their sick leave compensation that together with the Worker's Compensation disability benefit equals their regular pay. In other words, an employee will not receive more compensation for any missed work day through a combination of Worker's Compensation benefits and sick time under the policy than the employee would have earned had he/she been at work that day.
 - (6) If absence due to illness or injury extends beyond the number of sick days the employee has accrued, additional paid sick days may be granted by the supervisor. This determination will be made on a case by case basis and may not be used as precedence in determining future cases. This policy is to allow the supervisor discretion and flexibility in unusual situations.
- D. When an employee leaves one County department to work for another County department without a break in service, the employee shall take with him/her all accrued sick leave.
- E. Accumulated sick leave time taken is lost and will be regained only in accordance with this policy by regular attendance through continuous full months of service upon the employee's return to work.
- F. Supervisors shall keep documented records of absences and whether they are approved or not. Unreported or improperly reported absences due to alleged illness or injury will be dealt with in the Disciplinary Warning Procedure.
- G. Any full time employee with fifteen (15) or more years of service may be paid for such accumulated unused sick time of up to sixty (60) days upon retirement.

3. This ordinance shall be in full force and effect immediately upon its passage.

DATED this 7th day of August, 2007.

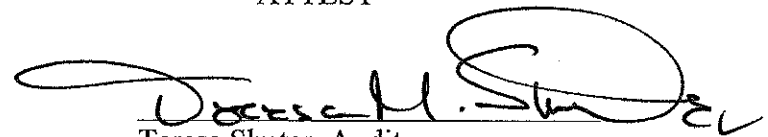
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