

RESOLUTION #2022-67

AMENDING FRANKLIN COUNTY HANDBOOK SECTION 4.13 BEREAVEMENT LEAVE

**WHEREAS**, the updated Franklin County Employee Handbook final copy was presented and approved by the Board of Supervisors on August 19, 2019;

**WHEREAS**, the Board of Supervisors are amending Section 4.13 "Bereavement Leave"

**WHEREAS**, as it was approved August 19, 2019 it read as follows:

**FUNERAL LEAVE**

**4.13**

**Revision Date:** TBD

A full-time employee will be granted leave with pay in the event of a death in the family according to the following guidelines: Up to five (5) days in the event of the death of the employee's spouse, child, step-child, parent, or step-parent; up to three (3) days in the event of the death of the employee's sister, brother, grandchild, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law.

**Part-time employees** working at least twenty (20) hours a week on a continuous basis receive bereavement leave according to the following schedule:

- 20-34 hours per week/35-hour workweek: 50% of full-time benefit
- 20-39 hours per week/40-hour workweek: 50% of full-time benefit

Payment will be made only for those days which the employee would have worked. If a death in an employee's family occurs, the employee should notify the department head as to the expected length of absence.

Any employee may request to use vacation, personal leave, floating holiday, or unpaid leave to attend the funeral of a relative or friend, subject to the approval of the department head.

**WHEREAS**, the Board of Supervisors has chosen to amend Section 4.13 to read "Bereavement Leave" as follows:

**BEREAVEMENT LEAVE**

**4.13**

**Revision Date:** TBD

A full-time employee will be granted leave with pay in the event of a death in the family according to the following guidelines: Up to five (5) days in the event of the death of the employee's spouse, child, step-child, parent, or step-parent; up to three (3) days in the event of the death of the employee's sister, brother, grandchild, grandparent, spouse's grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law.

**Part-time employees** working at least twenty (20) hours a week on a continuous basis receive bereavement leave according to the following schedule:

- 20-34 hours per week/35-hour workweek: 50% of full-time benefit
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Payment will be made only for those days which the employee would have worked. If a death in an employee's family occurs, the employee should notify the department head as to the expected length of absence.

Any employee may request to use vacation, personal leave, floating holiday, or unpaid leave to attend the funeral of a relative or friend, subject to the approval of the department head.

**WHEREAS**, the Board of Supervisors has chosen to remove Section 2.7 "Pre-Employment Review/Background Checks" and Section 2.9 "Reemployment" as the previous mentioned "Hiring Policy and Process" does replace the need for those sections.

**THEREFORE**, the amended section is effective upon the passing of this resolution.

**BE IT DULY ADOPTED** the 31<sup>st</sup> day of October 2022, with the vote thereon being as follows:

AYES: McVicker, Nolte, Vanness


NAYS:

ABSENT/NOT VOTING:

FRANKLIN COUNTY BOARD OF SUPERVISORS

ATTEST:

  
\_\_\_\_\_  
Gary McVicker, Chairman

  
\_\_\_\_\_  
Katy A. Flint Auditor & Clerk to the Board