

8.4.8.3 Sick Leave may be transferred from one employee to another employee. No employee may assign more than forty hours of Sick Leave to any other employee with respect to any single request for donations of Sick Leave without approval of the County Manager. The assignment may not reduce the remaining Sick Leave of the employee making the assignment below eighty hours of Sick Leave. All assignments must be made in writing signed by the assigning employee on a form provided by the Human Resources Department, must be approved by the Department Head of the employee who makes the assignment, verified by the Human Resources Director, or designee, that it is in compliance with this policy, and must be accepted by the County Manager.

Employees wishing to request Sick Leave transfers from other County employees will be required to exhaust their own Sick Leave, Holiday Leave and Personal Day prior to using any transferred Sick Leave. Employees may be required to exhaust accrued Vacation Leave unless a compelling reason for reserving accrued Vacation Leave can be established. The decision as to whether the employee will be required to use accrued Vacation Leave prior to using transferred Sick Leave will be made on a case by case basis by the County Manager.

8.4.8.5 In the case of an Appointed Department Head utilizing Sick Leave, the County Manager shall have the authority otherwise provided a Department Head or Supervisor under this Policy.

8.5 PUBLIC HEALTH EMERGENCY SUPPLEMENTAL SICK LEAVE

8.5.1 A Public Health Emergency means:

8.5.1.1 An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent for which

Third Edition
Date Adopted: 5/12/2015
Section 8 Revision No.: 5
Revision Date: 2/9/2021