

Supplemental Leave at Half Pay shall be granted, at the request of the employee and in the discretion of a department head, which discretion shall be based on the employee's job performance, past attendance record including previous use of sick leave and the department's need to fill the position, to an employee who has used up all the employee's sick leave, vacation time, personal leave and compensatory time, and is still too ill or disabled to work (including illness or disability due to pregnancy and/or childbirth), as evidenced by a certificate of a doctor.

38-9.2 An employee granted supplemental leave at half pay shall receive one-half (1/2) the pay the employee would have received had the employee continued to serve in the position the employee had at the time such leave was authorized.

38-9.3 The amount of supplemental leave at half pay shall not exceed a period equal to two (2) bi-weekly pay periods for each year of actual completed service.

38-9.4 In addition, in cases of catastrophic illness, the department head may elect to extend supplemental leave at half pay for additional consecutive periods, each up to a maximum of six (6) calendar months. The department head's decision shall not be challenged.

38-10 TERMINATION PAY.

38-10.1 Unless discharged for cause, upon termination of service, including death, an employee or estate, shall be entitled to receive cash payment for accumulated leave to be computed by adding:

- A. The number of unused vacation days not to exceed ninety (90) days; plus
- B. (1) For employees with less than ten (10) years of actual completed service, 50% of the number of unused sick leave day[s]; or
(2) For employees with ten (10) or more years of actual completed service, 100% of unused sick leave days not to exceed 200 days.
- C. In the event legislation is passed providing for an early retirement incentive program and an employee participates in such a program, the employee shall receive unused sick leave termination monies pursuant to the following formula:

For employees with less than sixteen (16) years of actual service, 50% of the number of unused sick leave days; and for employees with sixteen (16) or more years of actual completed service, 50% plus 2% per year of actual completed

service greater than fifteen (15) years to a maximum of 80% of the number of unused sick leave days.

- D. All termination monies (vacation, sick leave, et cetera) shall be paid by the County in three (3) equal annual installments of accumulated days, the first such installment of days to be payable in the first January following separation from service; the second payable in the second January following separation from service; and the final installment payable in the third January following separation from service. Payments shall be made for such days at the rate of pay applicable to the value of such number of days as are being paid at each installment, based on the value of such days as of the date of separation from County service increased thereafter to the date of payment by the cumulative applicable base wage increase contained in the collective bargaining agreement. (Notwithstanding the foregoing, the County may determine to pay severance checks of \$5,000.00 or less in a single initial installment.)

38-10.2 Where termination takes place on a date other than the employee's anniversary date, then in computing the number of vacation days accumulated, the employee shall receive credit for a pro-rated number of the additional vacation days the employee would have received on the employee's next anniversary date.

38-11 PERSONAL LEAVE.

Each employee shall receive annualized personal leave days, to be credited on the anniversary date of their employment, as follows:

<u>Actual Completed Service</u>	<u>Number of Personal Days to be Credited</u>
6 months	3
2 years	4
3 years & each year thereafter	5

38-11.1 Minimum charge against personal leave shall be one-quarter (3) day.

38-11.2 Personal leave may be used only for religious observance, personal business, or personal emergencies.

38-11.3 An employee must request personal leave at least seven (7) workdays in advance. Such personal leave shall be granted (except in case of a departmental emergency). Leave shall be presumed granted if not denied within two (2) workdays after the request.

38-11.4 An employee may request personal leave less than seven (7) workdays in advance.