



## REQUEST FOR BOARD ACTION

ITEM NO. 26.

**DATE OF MEETING:** July 8, 2013

**REQUESTED BY:** Denise Mulhollen, HR Director

**SHORT TITLE:** Resolution Amending Section 11. Leave Transfer A.) Voluntary Shared Leave Program Number Nine (9) and Ten (10) of the Pender County Employee Personnel Policies.

**BACKGROUND:** There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave without pay. It is recognized that such employees could be without income at a critical point in their life. It is also recognized that fellow employees may wish to donate some of their leave voluntarily so as to provide assistance to fellow employees. As written, the policy limits the maximum amount of leave an employee can transfer in a calendar year to 40 hours and the maximum amount of leave an employee may receive in a calendar year is 240 hours, either continuously, or if for the same condition on a recurring basis.

**SPECIFIC ACTION REQUESTED:** To consider a resolution to amend the policy to allow an employee to transfer up to a maximum of 80 hours of leave per calendar year and to remove the cap of 240 donated hours that an employee can receive in a calendar year.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

CBW  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the Board hereby authorizes to amend Section 11. Leave Transfer A.) Voluntary Shared Leave Program number nine (9) and ten (10) of the Pender County Employee Personnel Policies to allow an employee to transfer up to a maximum of 80 hours of leave per calendar year and to remove the cap of 240 donated hours per calendar year that an employee can receive in a calendar year, either continuously, or if for the same condition on a recurring basis.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Brown \_\_\_ McCoy \_\_\_ Tate \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman 7/8/13  
Date

\_\_\_\_\_  
ATTEST 7/8/13  
Date