

ORDINANCE NO. 0-CC-13-2

PERRY COUNTY COUNCIL

AN ORDINANCE AMENDING THE COUNTY OF PERRY, INDIANA  
PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Perry, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Perry County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations,

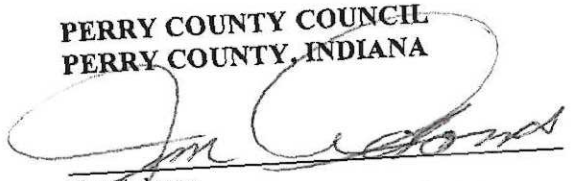
WHEREAS the County of Perry, Indiana provides Perry County employees with information about established terms and conditions of employment and employee benefits, and

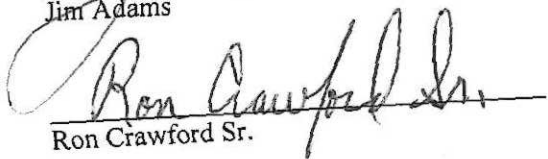
WHEREAS it is necessary to amend the County Personnel Policy from time-to-time.

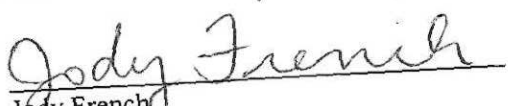
NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE PERRY COUNTY COUNCIL THAT:

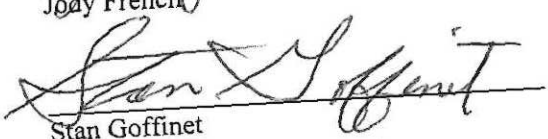
The County of Perry, Indiana Personnel Policies Handbook(s) adopted on November 1, 2010 is amended this 30<sup>th</sup> day of May, 2013 as specified in the attached section regarding Leave of Absence Without Pay. The attached section and replacement page is hereby adopted and shall be in full force and effect on and after adoption; and shall repeal the Extended Illness Policy and supersede existing oral or written personnel policies and procedures.


PERRY COUNTY COUNCIL  
PERRY COUNTY, INDIANA

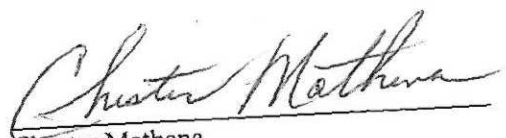
  
Jim Adams

  
Ron Crawford Sr.

  
Jody French

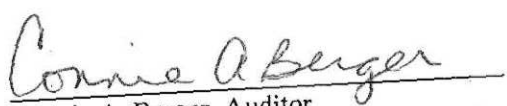
  
Stan Goffinet

  
Steve Goodson

  
Chester Mathena

  
Dianne Rudolph

ATTEST:

  
Connie A. Berger, Auditor

#### **4.6 LEAVE OF ABSENCE WITHOUT PAY**

Full-time employees may be granted a leave of absence without pay under either of the following two (2) circumstances:

1. Newly hired full-time employees who do not qualify for FMLA may be granted a leave of absence without pay for the employee's own serious illness or injury as defined by the FMLA. This leave of absence without pay shall be supported by a medical certification that confirms that the employee has a serious illness or injury as defined by the FMLA.
2. Full-time employees who have exhausted all accrued paid leave time, compensatory time, and their twelve (12) weeks of FMLA leave, may be granted an unpaid leave of absence immediately following their last day of FMLA. Leave of absence without pay is limited to employees who have been granted FMLA that was supported by required medical certifications, and the employee continues having a qualified serious illness or injury as defined by the FMLA. A leave of absence without pay request must be supported by a medical certification confirming that a short amount of additional leave time is necessitated to allow the employee to become fit for duty by the end of the leave time requested.

All requests for a leave of absence without pay shall be submitted on the County's request of leave form with a medical certification from the employee's medical provider. The employee may obtain a leave request form from the County Auditor's office. The completed form and supporting medical certification must be submitted directly to the employee's elected official/department head. The elected officials/department head shall contact the Auditor's office for assistance in reviewing the request for compliance with County policy and making a determination for approval or denial of the leave request.

An unpaid leave of absence shall not exceed sixty (60) calendar days. If supported by a medical certification the employee may request an additional thirty (30) calendar days of unpaid leave, however such leave shall not exceed ninety (90) days within a "rolling" twelve (12) month period.

During such leave, sick, personal, and vacation leave shall not accrue, and the employee shall not receive compensation for designated holidays. The employee's health insurance shall continue with the County and employee paying their designated portions.

Part-time employees and employees who are on workers compensation are not eligible for a leave of absence without pay.