

Personnel Policy Amendment

Add the following paragraph to the Human Resources Manual regarding the issuance and administration of Bonus Leave.

Article VII. Holiday and Leave

Section 14. Bonus Leave

Permanent part-time and full-time employees are eligible for Bonus Leave issued by the Jackson County Board of Commissioners. Part-time employees shall receive a pro rata amount.

Scheduling Bonus Leave – Bonus leave shall be taken only upon the authorization of the department head and/or immediate supervisor who shall designate such time or times when it will least interfere with the efficient operation of the agency. Normally, it should not be granted when the employment of temporary help would be necessary during the bonus leave of the regular employee. Bonus leave can be used prior to other leave types including compensatory time, annual leave, or sick leave.

Accounting for Bonus Leave – Bonus leave shall be accounted for separately from regular earned annual and sick leave. Any balance of bonus leave on June 30 will not be retained by the employee and is not subject to conversion to sick leave.

Separation - Bonus leave balance will be paid in addition to regular annual leave if the employee leaves employment with Jackson County.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman