



RESOLUTION TO AMEND EMPLOYEE POLICY R-2018-07-01

WHEREAS: The existing Employee Handbook and Personnel Policy shall be amended as follows:

Page 21; Section C, SICK LEAVE; Paragraph 2, Accrual

"...Unused sick leave benefits accumulate from year to year. Maximum accrual is 240 hours..."

shall be amended to read:

"Unused sick leave benefits accumulate from year to year. There is no maximum accrual for sick leave hours..."

Page 21; Section C, SICK LEAVE; Paragraph 3, Transfer of Sick Leave

"In order to qualify to donate sick time to another employee, the donor employee must have accumulated more than 160 hours in sick leave. A qualifying donor may donate up to 10% of his/her accrued sick leave balance at any time, but cannot exceed an annual total of 40 hours per year donated to others."

shall be amended to read:

"In order to qualify to donate sick leave to another employee, the donor employee must have accumulated more than 80 hours in sick leave. A qualifying donor may donate as many hours as he/she chooses; however, upon donating sick leave hours, the donor employee must retain a minimum of eighty (80) hours of accrued sick leave."

**ADOPTED by the Board of Commissioners this
19th day of July 2018**

COMMISSIONER
Roberts Creek Water District

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