

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.43
EFFECTIVE DATE: 01/20/00
REVISED: 12/19/02, 06/05/03,
08/08/04, 09/07/06
AUTHORITY: BOC
COUNTY MANAGER: [Signature]
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SUBJECT: SICK LEAVE INCENTIVE PROGRAM

I. PURPOSE: To provide a wellness incentive to encourage employees to stay healthy and not abuse sick leave hours.

II. POLICY:

- A. Non-represented management and FLSA exempt employees shall have the option to participate in the County's annual sick leave buy-back program.
- B. If any such employee has an excess of 300 hours accrued as of the last day of the first pay period in November of each calendar year, he/she shall have the option to "cash in" up to a maximum of 40 hours less any sick leave hours used during the year (e.g., 40 hours less 16 hours of used sick leave = 24 hours eligible for buy back) to a minimum of 16 hours as follows:

<u>Sick Time Used</u>			<u>Total Amount "Cash In" Available</u>
40 hours	- 0 hours	=	40 hours
40 hours	- 8 hours	=	32 hours
40 hours	- 16 hours	=	24 hours
40 hours	- 24 hours	=	16 hours
40 hours	- 32 hours	=	16 hours
40 hours	- 40+ hours	=	16 hours

- C. Participation in this program is optional, and the employee's sick leave bank must equal at least 300 hours after the county "buys back" the employee's hours.
- D. This program shall be reviewed and reauthorized annually by the County Manager, as part of the annual budget process. The County Manager may recommend to the Board of Commissioners to maintain, review or reject the program.

III. PROCEDURE:

- A. On or before the last day of the first pay period in November of each calendar year, each eligible employee shall submit a buy back request form to Human Resources on the attached form attached.

- B. The request will be reviewed by Human Resources and the Comptroller to ensure compliance with eligibility requirements, and the employee will be notified in writing as to the status if the request will not be processed as submitted.
 - C. The calculation date will be the ending date of the first pay period in November.
 - D. In calculating the incentive buy back amount, the Comptroller will use the following factors:
 - 1. The employee's current rate of pay (retroactive additions will not be allowed, e.g., a tardy or delayed merit increase).
 - 2. The employee's normal pay check deductions (changes made in anticipation of a buy back request will be discounted or excluded).
 - 3. The number of hours available for buy back (e.g., if the employee applies for 40 hours buy back, but the Comptroller determines only 16 hours are eligible for buy back, then the Comptroller will reduce the requested buy back by 24 hours).
 - 4. Any other factors the Comptroller deems necessary to make the calculation.
 - 5. If approved, payment for eligible hours shall be made to employees by December 31st.
 - 6. All determinations concerning eligibility and amounts will be made by the Comptroller and are final and may not be appealed.
- IV. **RESPONSIBILITY FOR REVIEW:** The Human Resources Manager and County Manager will review this policy as needed or at least every 5 years.

09/07/06

Douglas County Sick Leave Buy Back Form

Non Represented Management and FLSA Exempt Employees

Complete Section I and submit to Human Resources by the last day of the first pay period in November.
SECTION I:

Date: _____
 Requesting Employee: _____
 Fund: _____ Dept: _____
 Division: _____
 Phone: _____ Title: _____

I request a buy-back of the following hours: _____ Hours of Sick Leave

NON REPRESENTED MANAGEMENT & FLSA EXEMPT EMPLOYEES: I have read and understand the Sick Leave Buy Back Program policy as stated: Non Represented Management and FLSA exempt employees have the option to participate in the County's annual sick leave buy back program. If any such employee has an excess of 300 hours accrued through the first pay period in November of each calendar year, he/she shall have the option to "cash in" up to a maximum of 40 hours less any sick leave hours used during the year (e.g., 40 hours less 16 hours of used sick leave = 24 hours eligible for buy back) to a minimum of 16 hours as follows:

<u>Sick Time Used</u>	<u>Total Amount "Cash In" Available</u>
40 hours - 0 hours	= 40 hours
40 hours - 8 hours	= 32 hours
40 hours - 16 hours	= 24 hours
40 hours - 24 hours	= 16 hours
40 hours - 32 hours	= 16 hours
40 hours - 40+ hours	= 16 hours

Participation in this program is optional, and the employee's sick leave bank must equal at least 300 hours after the county "buys back" his/her hours.

Employee's Signature: _____ Date: _____

SECTION II: To be Completed by Human Resources and Comptroller's Office

Approved Denied

Reviewed by Human Resources: _____ Date: _____

Reviewed by Comptroller: _____ Date: _____

Notes: _____

Revised 09/07/06

Douglas County Sick Leave Buy Back Form

DCSPA Employees

Complete Section I and submit to Human Resources by the last day of the first pay period November.

SECTION I:

Date: _____

Requesting Employee: _____

Fund: _____ Dept: _____

Division: _____

Phone: _____ Title: _____

I request a buy-back of the following hours: _____ Hours of Sick Leave

DCSPA EMPLOYEES: I have read and understand the DCSPA Sick Leave Buy Back Program policy as stated: DCSPA employees have the option to participate in the County's annual sick leave buy back program. If any such employee has an excess of 300 hours accrued through the first pay period in November of each calendar year, he/she shall have the option to "cash in" up to a maximum of 16 hours less any sick leave used during the year. Participation in this program is optional, and the employee's sick leave bank must equal at least 300 hours after the county "buys back" his/her hours.

Employee's Signature: _____ Date: _____

SECTION II: To be Completed by Human Resources and Comptroller's Office

Approved Denied

Reviewed by Human Resources: _____ Date: _____

Reviewed by Comptroller: _____ Date: _____

Notes: _____

Revised 09/07/06