

**ORDER: APPROVE UPDATE TO EMPLOYEE HANDBOOK**

Motion was made by David Rikard, duly seconded by Mike Roberts, to approve the update to Employee Handbook regarding employees not using a day of sick leave to have their Healthy You exam.

The vote on the motion was as follows:

Supervisor Kevin Frye. voted no  
Supervisor Jeff Busby. voted yes  
Supervisor David Rikard. voted yes  
Supervisor Chad McLarty. voted yes  
Supervisor Mike Roberts. voted yes

After the vote, President Busby, declared the motion carried, this the 2<sup>nd</sup> day of May, 2016.

  
Jeff Busby, President  
Board of Supervisors

  
Sherry Wall, Chancery Clerk

In addition to these holidays, the County may recognize any other holidays proclaimed as such by the Governor of Mississippi. In the event any of these holidays falls on a Saturday, the holiday will be celebrated on the Friday before unless otherwise specified by the Board of Supervisors. In the event any of these holidays falls on a Sunday, the holiday will be celebrated on the following Monday unless otherwise specified by the Board of Supervisors.

It is the policy of the county to insure that all regular employees enjoy the same number of holidays each year. The standard is the number of holidays in a particular year which will be celebrated by regular employees working a 40 hour week Monday through Friday. If any of the observed holidays fall on a normal day of work within a scheduled personal leave period, one additional day of personal leave will be granted. Employees whose work requires them to be on the job on a scheduled holiday will receive an additional day off to be determined by the department head and shall be taken within the pay period in which the holiday occurs, if an additional day can't be taken within the pay period, the employee shall receive pay for the holiday. To receive pay for an observed holiday, an employee must not have been absent without approved leave either on the work day before or after the holiday.

**Employees who bring documentation from their physician of receiving their "Healthy You", or "Wellness Check Up" will not be charged for sick leave and are allowed a full day off work.**

#### **Personal Leave**

The County provides paid personal leave as a benefit for all full-time employees. Leave accrual begins the first day of the month following thirty (30) days employment. Part-time employees, temporary employees, and student employees are not eligible for personal leave. Personal leave is expressed in terms of working days. Except for those departments that normally work on holidays, holidays observed by the County are not considered working days for personal leave purposes.

The amount of personal leave given an employee will be based on the following seniority schedule:

1. One month - 3yrs = 12 hrs a month.
2. Thirty seven months - 8yrs = 14 hrs a month.
3. Ninety seven months - 15yrs = 16 hrs a month.
4. Over fifteen yrs = 18 hrs a month.