

Addition

should be thoroughly documented on an Ashe County Civil Leave Form. One copy should be submitted to the individual's Department Head and one copy should be submitted to the Safety Committee within 24 hours of the Civil Leave.

All instances of Civil Leave should be accurately annotated as such on individual time sheets.

Leave Without Pay

Upon the recommendation of the supervising Department Head and with the approval of the County Manager, an employee may be granted a leave of absence without pay for a period not to exceed twelve (12) months for reasons of personal or family illness, completion of education or special work which will permit the governmental unit to profit by the experience gained or the work performed.

Notwithstanding the provisions of the Family Medical Leave Act, employees must use all accumulated compensatory, annual or sick leave (if applicable to the situation) before leave without pay will be granted. Regular full-time employees who are on leave without pay will receive benefits (including insurance and leave time) in proportion to the percentage of hours that he/she works during the month(s) in which leave without pay is taken. Employees will be financially responsible for the prorated benefit premiums during the month in which leave without pay is taken. The balance of the premiums for the uncovered portion of the month will be automatically deducted from the employee's paycheck.

An employee who is on leave without pay status on the day preceding a holiday is not eligible to earn holiday pay unless the employee works on the holiday.

Community Service Leave

General Statement of Policy.

In recognition of the County's interests in supporting its employees who wish to volunteer in schools, communities, institutions of higher education, State agencies, and not-for-profit organizations, and recognizing the commitment of County employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- any employee for volunteer activity in the schools (as defined below); or
- any employee for volunteer activity in a not-for-profit Community Service Organization (as defined below), or
- any employee for volunteering in a State of North Carolina Public University, Community College System or State agency or local political subdivision provided that the service is outside of the employee's normal scope of duties and responsibilities, that the employee is not receiving any form of compensation for the services rendered, and provided that the employee cannot volunteer for the organization for which they work.

With approval of the supervisor, a full-time employee is eligible for Community Service Leave as follows: The eight hours (8) of paid leave shall be credited to each employee on July 1 of each year. The leave shall be used in no less than two-hour increments per occurrence.

Original

Physician's Certificate

Department Heads may require a physician's certificate as to the nature of the illness and as to the employee's physical capacity to resume his/her duties when, in the judgment of the Department Head such a certification is justified by the employee's record of leave usage.

The Department Head shall be responsible for the application of this provision to the end that:

1. Employees shall not be on duty when they might endanger their health or the health of other employees; and
2. There will be no abuse of sick leave privileges.

Abuse of sick leave privilege shall be reason for disciplinary action. A physician's certificate is required for any use of sick leave longer than three (3) days, other than the death of an immediate family member. Following any major illness or surgery employees must provide a certificate from their physician stating that he/she is able to return to work.

Credit For Accumulated Sick Leave

No employee shall be paid out for accumulated sick leave when leaving the employment of Ashe County. Accumulated sick leave is added to an employee's creditable service when determining eligibility for retirement and the amount of retirement pension.

Sickness Or Disability Covered By Workmen's Compensation

An employee absent from duty because of sickness or disability, covered by the Workmen's Compensation Laws, shall be eligible for the following benefits:

- (1) Such employee shall receive his/her full salary for the first seven (7) working days of sickness or disability. If the Workmen's Compensations claim is not approved the vacation or sick leave will be changed. Thereafter the employee shall be paid by Workmen's Compensation. All sicknesses and disabilities covered by workman's compensation will be governed by applicable state and federal regulations.
 - (a) The decision to reinstate any vacation or sick leave used past the first (7) working days of sickness or disability is delegated to the County Manager. In the event that the Workmen's Compensation claim is denied and a request has been submitted by employee or Department Head of employee, the County Manager shall not reinstate any vacation or sick leave used past the first (7) working days.
 - (b) The County Manager shall have the authority to reinstate any vacation or sick leave used by an employee(s) due to working conditions within their respective department or within an Ashe County property/building causing illness or injury when these conditions are outside of the control of employee(s). The vacation or sick leave used by an employee(s) may be reinstated upon the completion of the EMPLOYEE REINSTATEMENT OF LEAVE REQUEST form by employee(s), signed by their direct Department Head and approved by the County Manager.

Revisions

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2. There will be no abuse of sick leave privileges.

Abuse of sick leave privilege shall be reason for disciplinary action. A physician's certificate is required for any use of sick leave longer than ~~three (3)~~ five (5) days, other than the death of an immediate family member. **A physician's certificate from a virtual care or in-person physician is required for any use of sick leave longer than five (5) days other than the death of an immediate family member. Employees may be required to provide a physician's certificate from an in-person physician after three (3) additional working days if they initially provided a physician's certificate from a virtual care physician.**

Following any major illness or surgery, employees must provide a certificate from their physician stating that he/she is able to return to work.

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