

ORIGINAL

DELAWARE COUNTY BOARD OF COMMISSIONERS

A RESOLUTION AMENDING RESOLUTION NO. 2011-022A

WHEREAS, Delaware County, Indiana is an Equal Opportunity Employer; and

WHEREAS, it is the intent of Delaware County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations; and

WHEREAS, the amendments contained herein are necessary to bring Delaware County into compliance with relevant the aforementioned laws and regulations; and

WHEREAS, Delaware County, Indiana, through its Personnel Policy Handbook, provides Delaware County employees with information about established terms and conditions of employment and employee benefits.

NOW THEREFORE BE IT RESOLVED AND ESTABLISHED BY THE COUNTY OF DELAWARE, INDIANA BOARD OF COMMISSIONERS THAT:

The following Section Revisions of the Delaware County Personnel Policy Handbook are hereby adopted this 4 day of DEC, 2012; and shall be in full force and effect upon adoption, and shall supersede and repeal existing oral or written personnel policies and procedures in stated Sections.

**Section 6.3 Family and Medical Leave and Military Family Leave**

**Excerpt:**

**Use of Paid and Unpaid Leave**


FMLA leave is unpaid leave. The employee is required to use any accrued paid leave (such as sick leave, accrued vacation leave, personal leave, or compensatory time) for any part of the 12-week period of FMLA leave. However, an employee may elect to reserve use of up to five (5) vacation days. Any holiday that occurs during FMLA leave will be paid. With approval of the employee's elected official/department head, the employee may use accrued benefit balance, up to five (5) vacation days, immediately after FMLA leave. Any accrued paid leave (such as sick leave, accrued vacation leave, personal leave) accumulated while on leave is exempt from the required benefit time usage while on FMLA leave.

ADOPTED by the Delaware County Commissioners this 4 day of JUL, 2012.

**BOARD OF COMMISSIONERS  
DELAWARE COUNTY, INDIANA**

Todd Donati, President

  
Don Dunnuck, Commissioner

  
Larry Bledsoe, Jr., Commissioner

ATTEST:

  
Judy Rust, Auditor

RESOLUTION 2012 - \_\_\_\_\_

DELAWARE COUNTY BOARD OF COMMISSIONERS

A RESOLUTION AMENDING THE DELAWARE COUNTY, INDIANA  
PERSONNEL POLICY HANDBOOK

WHEREAS, Delaware County, Indiana is an Equal Opportunity Employer; and

WHEREAS, it is the intent of Delaware County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations; and

WHEREAS, the amendments contained herein are necessary to bring Delaware County into compliance with relevant the aforementioned laws and regulations; and

WHEREAS, Delaware County, Indiana, through its Personnel Policy Handbook, provides Delaware County employees with information about established terms and conditions of employment and employee benefits.

NOW THEREFORE BE IT RESOLVED AND ESTABLISHED BY THE COUNTY OF DELAWARE, INDIANA BOARD OF COMMISSIONERS THAT:

The following Section Revisions of the Delaware County Personnel Policy Handbook are hereby adopted this 4 day of June, 2012; and shall be in full force and effect upon adoption, and shall supersede and repeal existing oral or written personnel policies and procedures in stated Sections.

**Section 6.4 Funeral (Bereavement) Leave**

In the unfortunate event of a death in an employee's immediate family, full-time employees are eligible for paid bereavement leave. Eligible employees are entitled to take up to three (3) days off with pay to attend a funeral, make arrangements, or take care of matters relating to the death of an immediate family member. These days must be taken consecutively within a reasonable time of the time of death and may not be split or postponed.

The employee must request bereavement days by notifying their elected official/department head as soon as possible. The elected official/department head is responsible to communicate the leave with Payroll to ensure accurate record keeping.

For the purposes of this policy, "immediate family" is defined as follows:

- Mother
- Father
- Brother
- Sister
- Child
- Spouse
- Grandparent
- Grandchild
- Mother-in-law
- Father-in-law
- Daughter-in-law
- Son-in-law

6-4-2012  
This was in the  
motion & second  
but was added only  
as a part of  
Resolution 2012-010  
Due to it being a policy  
(handbook change)

- Sister-in-law
- Brother-in-law
- Legal Guardian

One (1) additional day of bereavement leave may be granted to attend funeral services for a member of the immediate family conducted outside a one hundred and fifty (150)-mile radius of the City of Muncie. An additional two (2) days of funeral leave may be granted to attend funeral services conducted outside a five hundred (500)-mile radius of the City of Muncie.

Additional time off or time off in the event of the death of other family members or close friends, with prior approval, may be granted and charged against the employee's existing leave time in the following order: accrued compensatory time, personal leave days, and vacation days. If accrued leave time is not available, time off may be granted, without pay, subject to supervisor approval.

ADOPTED by the Delaware County Commissioners this \_\_\_\_ day of \_\_\_\_\_, 2012.

**BOARD OF COMMISSIONERS  
DELAWARE COUNTY, INDIANA**

\_\_\_\_\_  
Todd Donati, President

ATTEST:

\_\_\_\_\_  
Don Dunnuck, Commissioner

\_\_\_\_\_  
Judy Rust, Auditor

\_\_\_\_\_  
Larry Bledsoe, Jr., Commissioner