

SECTION 3: ATTENDANCE AND LEAVES OF ABSENCE

- 3.1 Vacation Leave
- 3.2 Sick Leave
- 3.3 Family Medical Leave
- 3.4 Leave Donation
- 3.5 Military Leave
- 3.6 Leave of Absence Without Pay
- 3.7 Administrative Leave
- 3.8 Civic Duty Leave
- 3.9 Holidays
- 3.10 Light Duty
- 3.11 Personal Leave
- 3.12 Travel Reduction Policy

3.1 VACATION LEAVE

3.11 Policy:

The purpose of vacation leave is to enable employees to take time off and return to work mentally refreshed. All employees in the County shall be entitled to vacation leave with pay except the following:

- A. regular employees who are still serving their probationary period;
- B. part-time employees who are normally scheduled to work less than 1040 hours per year;
- C. temporary employees.

3.12 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.13 Vacation Accrual and Usage:

- A. For the first five years of service, vacation leave will accrue at the rate of four hours per pay period. For years six through ten, vacation will accrue at the rate of six hours per pay period. After ten years, vacation will accrue at the rate of seven hours per pay period.
- B. Vacation leave may be taken at any time with approval of the Elected Official or Department Head. Employees may accrue up to 360 hours of vacation leave. In the event of separation of employment from Apache County for any reason, an employee will be compensated for a maximum of 280 hours. Any additional accrued vacation time will be forfeited.
- C. Regular employees who work more than 1,040 hours a year shall earn vacation leave on a prorated basis, once the probationary period has been successfully completed.
- D. In the event one or more holidays fall within vacation leave, the holiday or holidays shall not be charged as vacation leave.
- E. Regular employees who have successfully completed the probationary period shall be paid for all accrued vacation leave in a lump sum at the time employment is terminated. If employment is terminated prior to completion of the probationary period, there will be no payment for vacation leave.
- F. Leave taken because of incidents that are deemed to be emergency in nature shall be charged to vacation leave.
- G. Leave required for funerals and hospital visits to persons other than those family members, described in section 3.27, shall be charged to the employee's vacation leave.

3.2 SICK LEAVE

3.21 Policy:

The purpose of sick leave is to provide employees time off to deal with medical conditions. Sick leave is not to be considered a substitute for vacation. It is to be used only in cases of illness.

3.22 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.23 Eligibility:

All County employees are eligible for sick leave with pay except the following:

- A. regular employees who have been employed fewer than 30 days;
- B. regular, part-time employees who work fewer than 1,040 hour per year;
- C. temporary employees.

3.24 Accrual and Reimbursement:

All regular, full-time employees with more than 30 days of service will earn .50 days of sick leave each pay period. Regular, part-time employees will earn sick leave on a prorated basis. Unused sick leave will be carried forward each calendar year.

The limit for accrued sick leave is 1,500 hours.

3.25 Retiree Accumulated Sick Leave (RASL):

Employees who terminate employment with the County forfeit their sick leave, except for those employees who retire from Apache County in good standing and have a sick leave balance that exceeds 500 hours. Pursuant to A.R.S. § 38-615, upon authorization by the Board of Supervisor, payment will be made in accordance with the following schedule:

| Sick Leave Balance | Rate of Reimbursement (Based on following percentages of officer's or employee's hourly rate) |
|--------------------|---|
| 500 - 749 hours | 25% |
| 750 - 999 hours | 33% |
| 1000 - 1500 hours | 50% |

No officer or employee who receives payments as provided in the above schedule shall receive more than \$30,000.00. If an officer or employee receives payment pursuant to this section, the officer or employee shall be paid the amount due the officer or employee in installments over a three year period.

(3.25 Cont.)

For purposes of this section, the value of sick leave credit shall not be used to compute the average salary. Further, payments authorized by this section for accumulated sick leave are not salary or compensation for the purposes of making retirement contributions or computing any pension benefit.

The provisions of this section apply only to an officer or employee of the county who is eligible to participate in the Arizona State Retirement System, the Public Safety Personnel Retirement System, the Corrections Officer Retirement Plan, or in an optional retirement program established by the Arizona Board of Regents pursuant to A.R.S. § 15-1628.

3.26 Use of Sick Leave:

In order to receive compensation while absent on sick leave, an employee shall notify his/her immediate supervisor within two hours after the beginning of his/her shift. The employee shall make a reasonable effort to notify the supervisor well in advance of any foreseeable treatment or doctor's appointment. If the absence is three working days or longer, the employee may be required to file a physician's or medicine man's certificate with the elected official or department head, stating the cause of absence.

Sick leave shall be allowed only when:

- A. The employee is too ill to perform his/her work properly, or his/her illness endangers the health or safety of other employees at the job site.
- B. The employee has been accidentally injured off-the-job and is not able to perform his/her job duties.
- C. The employee is required to participate in medical treatment or examination, as prescribed by a licensed physician or medicine man.
- D. The employee has been approved for Family Medical Leave.

3.27 Bereavement:

Use of up to five days of sick leave will be allowed in the event of the death of an eligible employee's spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

3.28 Coordination of Sick Leave and Workers' Compensation:

An employee eligible to receive payments under worker's compensation may choose to use sick leave and/or compensatory time in lieu of the worker's compensation payments. This will maintain the employee at full salary and continue normal contributions to retirement plans, etc. An employee who chooses this option, however, shall remit any payments received under worker's compensation to the County. No employee may receive both sick leave and worker's compensation payments for the same period of time except as provided in section 2.54 of these policies.

3.3 FAMILY MEDICAL LEAVE

3.31 Policy:

The Family Medical Leave Act allows eligible employees to take unpaid leave for a total of twelve weeks within a rolling calendar year to care for a personal qualifying illness, the qualifying illness of an immediate family member, the birth of employee's biological child, or for the placement of a child with the employee for adoption or foster care.

Family Medical Leave will normally run concurrently with other forms of leave. An employee on Family Medical Leave will also be placed on sick leave. Once his/her sick leave has been exhausted, the employee will be required to use any accrued vacation leave. Once all the accrued sick and vacation time has been exhausted, the employee will remain on an unpaid status for the remainder of his/her Family Medical Leave.

3.32 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.33 Eligibility:

All employees are eligible for Family Medical Leave if they have been employed with Apache County for at least twelve months and have worked at least 1,250 hours during the previous twelve month period. The highest paid 10% of the work force may be designated as key employees as defined by the Family Medical Leave Act and may not be eligible for reinstatement following their Family Medical Leave if such leave would cause substantial and grievous economic injury to the County.

The leave may be granted for any of the following reasons:

- A. the birth of a child;
- B. the placement of a child with an employee for adoption or foster care;
- C. the care of an ill spouse, biological or adopted child, stepchild or parent of the employee;
- D. the employee has a serious health condition that makes the employee unable to perform the duties of his/her position.

3.34 Employee Notice

If the necessity for Family Medical Leave is foreseeable, the employee shall provide the elected official or department head with at least thirty day's notice. If the leave is not foreseeable, the employee shall provide as much notice as possible.

Pending appropriate medical certification, employees may take the Family Medical Leave on an intermittent basis.

3.35 Medical Certification.

Medical certification may be required by the County prior to granting Family Medical Leave to the employee. Conditional leave pending receipt and approval of this medical certification may be provided should the employee be unable to provide medical certification prior to their absence. Failure to provide medical certification will result in denial of Family Medical Leave.

Department of Labor medical certification forms will be provided by Human Resources. The employee is responsible for having his/her personal healthcare provider complete the medical certification forms at his/her own expense. Apache County may require a second or third opinion regarding the medical certification at the County's expense.

3.36 Administrative Guidelines

- A. Leave Requests. An employee shall request Family Medical Leave through the Human Resources Department. Supervisors who receive requests for Family Medical Leave should direct the employee to Human Resources.
- B. Leave Accruals. Employees who are using vacation or sick leave concurrently with their Family Medical Leave will continue to accrue vacation and sick time at the regular rate of accrual during this period. Employees who remain on Family Medical Leave but have exhausted all sick and vacation time will not accrue additional sick or vacation time.
- C. Return from Family Medical Leave. If the leave is for a personal illness, an employee returning from Family Medical Leave must provide Human Resources with a certification from the attending health care provider approving the return to work. If the employee is cleared for light duty only, the certification must specify those duties the employee is cleared to perform. An employee returning from Family Medical Leave shall be restored to the same or equivalent position held when the leave commenced. Employees on Family Medical Leave are required to inform their elected official or department head at least every thirty (30) days as to their status.
- D. Failure to Return from Family Medical Leave. If the employee fails to return from Family Medical Leave at the time the leave expires, his/her employment will be terminated and the position may be filled as the County deems necessary. There is no guarantee of subsequent future employment.
- E. Leave Placement. The County may place any employee who is absent on sick leave or on leave for a work-related injury on Family Medical Leave. The County shall notify the employee of his/her leave status within two weeks of the date it commenced.
- F. Leave Tracking: Family Medical Leave will be tracked on a rolling calendar year. Elected officials and department heads will be responsible for tracking Family Medical Leave for their employees and provide appropriate information to Human Resources. Records for leave under the Family Medical Leave Act, including requests, approvals, denials of leave, the dates of leave and certification records, shall be confidential and maintained in the employee's confidential medical file.

(3.36 Cont.)

3.36

- G. Health Benefits: Apache County will maintain and continue to pay for the county's portion of health insurance benefits while an employee is on leave pursuant to the FMLA.

During FMLA leave, the employee will continue to be responsible for the employee's portion of the group health benefit premium as well as for any required payments for dependent coverage. It will be the employee's responsibility to make the necessary arrangements for these payments with the Apache County Human Resources Department. If an employee is also on paid leave concurrent with FMLA leave, these premiums will be deducted from the employee's pay as usual. After paid leave expires and direct payments become necessary, the employee will direct them to the Human Resources Department; these funds will then be forwarded to the Finance Department. All direct payments from employees shall be due by the tenth of each month. Failure to make payments due within the month may result in cancellation of the health insurance coverage without further notification

Once an employee has exhausted FMLA leave and all paid leave, the employee shall be considered "absent without leave" as discussed in Section 3.64 of this manual. At that time, Apache County will no longer provide health insurance benefits. If at the time an employee has a pending application for either long-term or short-term disability, he/she may maintain health insurance through the County, but only by paying both the employer and employee portion of the insurance coverage. Apache County will continue to allow that arrangement only so long as the disability benefit application is pending.

It is critical that employees who are considering filing for disability benefits communicate regularly with the relevant retirement system and/or health insurance provider as well as their physician to coordinate benefits so as to minimize financial hardships. Failing to understand filing deadlines, the length of time it takes to process applications, and the importance of obtaining necessary medical certifications can create gaps in benefits which have serious financial repercussions.

- H. County Designation of FMLA Leave: Apache County may designate a qualifying leave of absence as being counted toward the twelve week allotment under the Family Medical Leave Act even if the employee has not requested leave pursuant to the Act.

3.4 LEAVE DONATION

3.41 Policy:

Occasionally, employees encounter serious medical situations that force them to use more leave than they have accrued. This policy provides the opportunity for co-workers and other employees to help this individual by donating their own vacation leave or sick leave time.

3.42 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the “at will” status of an unclassified employee.

3.43 Eligibility:

All regular full-and part-time employees who are FMLA eligible may receive donations under this policy. Employees may continue to receive donated leave once they have exhausted their Family Medical Leave; however, the maximum amount of donated leave an individual may receive is 480 hours in any twelve month period. Employees using donated leave may not accrue additional vacation or sick time.

To receive the donated leave, the employee must have met all of the following conditions:

- The employee must have used all sick leave, annual leave and compensatory time.
- The employee cannot be eligible for payment from the retirement system or social security.
- The employee cannot be eligible for any public-funded financial assistance program for the disabled (excluding Worker’s Compensation cases).

Leave Donation: The donation is strictly voluntary. Employees who have accumulated a substantial leave balance have earned this time for their own use and should not be pressured into donating leave. The following guidelines apply to employees wishing to donate leave:

- Vacation and sick leave may be donated. Compensatory time cannot be transferred to another employee.
- The leave will be donated on an hour-for-hour basis.
- The maximum amount of leave that can be donated by any individual in any fiscal year is 200 hours. A minimum of 8 hours may be donated at any one time. The donor must maintain a minimum vacation leave balance of 40 hours (if donating vacation) and a minimum sick leave balance of 480 hours (if donating sick) after donation.
- There is no limit to the number of individuals that may donate leave to one employee.

(3.43 Cont.)

- Donated time that is not used will be returned to the donor. Where there are multiple donors, the donated leave will be used on a pro-rated basis.
- Under no circumstances may the recipient pay for or repay the donated hours.

3.5 MILITARY LEAVE

3.51 Policy:

Military leave shall be granted in accordance with the provisions of State law.

3.52 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.53 Military Leave Requests:

In accordance with Arizona Revised Statutes, 38-610 and 26-168, Apache County employees shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating on all days during which they are employed on training duty or required to attend camps, maneuvers, formations or drills under orders with any branch, reserve or auxiliary of the armed forces of the United States for a period of not to exceed thirty days in any two consecutive years. For purposes of this section, an officer or employee shall not be charged military leave for days on which the individual was not otherwise scheduled for work. The period of time spent in training under orders shall not be deducted from the vacation period with pay to which any officer or employee is otherwise entitled. Employees wishing military leave will provide a copy of their military orders to their elected official or department head.

3.54 Restoration to Position Following Military Service:

An Apache County employee who has been inducted or ordered into active service in the armed forces of the United States for a period of greater than 30 days shall, upon completion of their service, be restored to the position held by them at the time of induction or of reporting for service, or to a position having similar or other duties which they are qualified to perform; and if such officer or employee:

- A. possesses a certificate of satisfactory training and service or honorable discharge issued by the proper military or naval authority;
- B. is still qualified to perform the duties of the position;
- C. applies for restoration within sixty days after separation from the armed forces;
- D. has either served in the armed forces during time of war or was called to service because of his status as an active or inactive member of the reserve.

3.6 LEAVE OF ABSENCE WITHOUT PAY

3.61 Policy:

A leave of absence without pay shall be granted at the sole discretion of the Board of Supervisors to meet county objectives. There are two primary purposes for the leave of absence without pay:

- A. The leave is intended to provide regular employees with the time and flexibility to address important personal situations without jeopardizing their positions.
- B. The leave allows the County to meet its long-term needs by retaining valued employees.

3.62 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.63 Procedure:

- A. A leave of absence without pay may be granted by the Board of Supervisors with the recommendation of the appropriate elected official or department head. Requests for the leave must be made in writing to the elected official or department head. The request must include the expected dates and the reasons for the leave. If the elected official or department head believes that the leave can be accommodated without seriously disrupting departmental operations, he/she may recommend approval to the Board of Supervisors. If not, the elected official or department head may disapprove the leave.
- B. A leave of absence without pay will normally not exceed twelve weeks. The specific time frame and expectations for the leave will be confirmed when the leave is approved. The employee's position will be held for him/her during the approved dates of the leave, although it may be filled on a temporary basis. If he/she returns by the specified return date, the employee will be placed in the position he/she left. If the employee fails to return by the specified date, his/her employment shall be terminated.
- C. An employee will be expected to use all available vacation time prior to going to an unpaid status. The vacation time will be counted toward the twelve-week maximum leave. Additional vacation time will not be accrued during the leave. The County will maintain normal contributions to the health plan while the employee exhausts all available vacation time. If the employee wishes to continue dependent coverage, he/she will be responsible for making direct payments for the cost of the coverage. Once the employee goes on unpaid status, the employee's participation in the county sponsored health plan will cancel automatically. The employee will then have the option to participate in the voluntary continuation plan (COBRA) at his/her own expense.

3.64 Absence Without Leave:

Unless an employee has obtained approval for a leave of absence without pay or falls within the provisions for some other type of leave designated in this manual, the employee's absence shall be considered absence without leave. Absences without leave will be unpaid, and, during that time, sick leave, vacation pay and holiday benefits will not accrue. Unauthorized absences can constitute "job abandonment" by Apache County and may result in dismissal.

3.7 ADMINISTRATIVE LEAVE

3.71 Policy:

Administrative leave is intended for use in situations involving potential disciplinary action. An employee may be placed on administrative leave during the course of an investigation by the elected official or department head, and approved by the appointing authority. In addition, an employee may be placed on administrative leave prior to, during, and after a personnel hearing. Administrative leave is a temporary measure used while a disciplinary action is being considered. Administrative leave is paid leave.

3.72 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the “at will” status of an unclassified employee.

3.8 CIVIC DUTY LEAVE

3.81 Policy:

It is the policy of Apache County to encourage and facilitate the efforts of County employees in performing their civic responsibilities.

3.82 Jury Duty:

Benefit eligible employees who are required to appear for jury duty or appear in court in any local, state, federal or tribal court shall receive paid leave for the days or parts of days that he/she is required to be absent from work.

In order to receive paid leave pursuant to this section, employees must provide their Elected Official or Department Head a copy of the Jury Summons that requires them to appear in Court.

A.) Maximum Use of Leave: The maximum amount of paid leave allowed annually to allow an employee to serve as a juror pursuant to this policy shall not exceed thirty days. After paid leave under this policy is exhausted, employees shall be entitled to utilize vacation leave, accrued sick leave, or may apply for a leave of absence without pay.

B.) Stipends/Reimbursements: If the employee serving jury duty receives a stipend for serving on a jury or receives a witness fee, the stipend or witness fee shall be surrendered to the County as a condition of receiving paid leave pursuant to this section. Employees may keep per diem and mileage allowances that are paid by the relevant Court.

3.83 County Employee As Witness:

When County employees are required to appear in Court as parties in regard to their personal matters, or when they receive a subpoena to appear in Court in matters not related to their official county positions, the employee shall be excused from work after providing the Elected Official or Department Head proof of the required Court appearance. However, in these situations the employee is not entitled to special paid leave, and is required to utilize accrued vacation leave or may utilize accrued compensatory time.

When County employees are required to appear in Court as part of their official duties, or when they receive a subpoena to appear in Court in their official capacities as county employees, they are considered to be on duty, and no special leave is required.

3.84 Absence From Employment for Purpose of Voting:

Apache County observes the provisions of A.R.S. 16-402, which provides that:

A person entitled to vote at a primary or general election held within this state may, on the day of election, absent himself for the purpose of voting from the service or employment at which he is employed if there are less than three consecutive hours between the opening of the polls and the beginning of his regular workshift or between the end of his regular workshift and the closing of the polls. In such event, he may absent himself for such length of time at the beginning or end of his workshift that, when added to the time difference between workshift hours and opening or closing of the polls, will provide a total of three consecutive hours. He shall not, because of such absence, be liable for any penalty, nor shall any deduction be made therefor from his usual salary or wages. Application shall be made for such absence prior to the day of election, and the employer may specify the hours during which the

employee may absent himself.

3.85 Assistance With Elections:

An employee who volunteers to assist the Elections Department as a poll worker or troubleshooter during elections shall receive paid leave from their county position if volunteering during hours they would normally be at work. Paid leave is available so that election volunteers can perform the required work during the election itself, and so that they can receive any necessary or required training from the Elections Department. Employees are eligible to receive paid leave only during regularly scheduled shifts and only for the normal maximum number of hours in a typical workday. Additionally, employees are only eligible for paid leave under this section if their Department Head or Elected official has granted permission for the employee to be absent from work.

Employees volunteering for the Elections Department should note on timesheets that they were working as scheduled, but with the notation of "civic duty leave" when missing a regularly scheduled shift or a portion thereof to volunteer activities. Employees are not required to use and should not use accrued vacation time while providing volunteer services to the Elections Department.

Employees who volunteer pursuant to this section are entitled to receive any stipend that might be otherwise offered by the Elections Department to volunteers.

County employees whose regular duties require them to provide assistance with the election are not eligible to serve as a volunteer, and are not eligible to receive any stipends that might be offered by the Elections Department. Those employees are considered to be on duty and will receive their regular pay and, if otherwise eligible, may receive overtime compensation..

3.86 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.9 HOLIDAYS

3.91 Policy:

The holidays normally observed in Apache County are:

New Year's Day
Martin Luther King, Jr./Civil Rights Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

The County Manager will publish a list of holidays and the dates of their observance annually. On these holidays, County offices not essential for public safety shall be closed to the public. Additionally, with the exception of necessary public safety and other essential service employees, all full-time employees shall receive the day off, not to exceed eight (8) hours, with pay. For purposes of this section, a "full-time" employee is an employee who works more than 32 hours per week.

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.

3.92 Working on Holidays

Public safety and other essential service employees may be required to work on holidays. When that occurs, in addition to the employee's regular pay for working the holiday, the employee shall additionally receive "holiday pay" at regular time to a maximum of eight hours. Holiday time worked pursuant to this section must be reported to the Apache County Human Resources Department when time sheets for the relevant pay period are normally due.

3.93 Elimination of Existing "Holiday Leave" Banks

It is the intent of the Board of Supervisors to completely eliminate "holiday leave" banks. As of the effective date of this section, no additional holiday leave banks may be created for Apache County employees.

All existing "holiday leave" bank balances shall be paid out by the County in their entirety upon the adoption of this policy by the Apache County Board of Supervisors.

3.94 Coverage:

The policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.10 Light Duty Policy

3.10.1 Policy:

Apache County recognizes that productive employees are a valuable asset. Providing employees who are recovering from illness/injury with an opportunity to return to the workplace as soon as they are medically fit to do so, when consistent with the staffing, operational and financial needs of Apache County, can benefit both the employee and the County.

3.10.2 Application of Policy:

This policy applies only to employees with temporary impairments. Light duty assignments will only be provided on a case-by-case basis if there is a reasonable expectation that the employee can resume his/her full duties within six months from the date that light duty commences pursuant to this policy, and if such an assignment is consistent with the County's staffing needs.

This policy cannot be used to deny an employee's right to leave under the Family and Medical Leave Act, and is not intended to be used as a means to provide reasonable accommodations under the Americans with Disabilities Act. Any such request from an employee should be directed to the Apache County Human Resources Department.

3.10.3 Eligibility for Light Duty Assignments:

In order to be eligible for light-duty assignment;

- 1.) The employee must have a documented temporary impairment resulting from either a work related or non-work related injury/illness;
- 2.) The employee must provide a signed certification from a physician that authorizes him/her to return to duty and which also specifies the limitations and/or restrictions on the tasks the employee can or cannot perform. This documentation must include the employee's specific work capabilities and/or restrictions, and the anticipated duration of each;
- 3.) The employee must be under the care of a physician whose specialty is appropriate for the medical condition being treated;
- 4.) The temporary light duty assignment must be consistent with the operating needs of the department to which the employee is assigned.
- 5.) Appropriately completed medical documentation must indicate an ability to return to full regular duties within the time frame established under this Policy.

3.10.4 Administration of Policy:

The Apache County Human Resources Department will administer this policy, with the assistance of the relevant employee's Elected Official or Department Head as appropriate.

- 1.) A temporary light duty assignment under this policy can be requested directly by the employee, or instituted by his/her supervisor;

2.) Temporary light duty arrangements can include, but are not limited to, reduced work hours and/or restrictions of specific activities/job tasks. Appropriately completed medical documentation must be provided if there is a change in the employee's health or work limitations.

3.) The employee's supervisor in cooperation with the Human Resources Department will review the documentation provided, and a determination will be made regarding the employee's eligibility for light duty. If it is determined that the employee is eligible, a light duty memo will be drafted and signed by both the employee and his/her supervisor, and be placed on file with the Apache County Human Resources Department. The memo will specifically address the length of time the light duty assignment will be authorized, the employee's limitations during the assignment, and a statement of the employee's responsibilities under this policy.

4.) An examination with an employer appointed physician may be requested by the County at any time in order to determine the employee's eligibility for a light duty assignment or the employee's fitness to resume full duty.

3.10.5 Duration:

Temporary light-duty assignments shall not exceed six months from the date the employee is placed on light-duty. An employee may apply to extend the period once for an additional three months upon proper certification from a physician and upon the execution and approval of another light duty memo. Continuation of temporary work assignments is contingent upon the operating needs of the employee's department and the medical progress of the employee toward resumption of his/her former job duties.

3.10.6 Termination of Light Duty Status:

At the end of the period indicated in the light duty memo, the employee must provide a release from a physician indicating that he/she can work without any restrictions. If the physician indicates that restrictions still apply and if an extension of the light duty period is not available, alternative options will be explored with the employee (e.g., continuing on a leave of absence, disability retirement, service retirement, filing for disability benefits, ADA accommodation, termination of employment, etc.).

3.10.7 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the "at will" status of an unclassified employee.

3.11 PERSONAL LEAVE

3.11.1 Policy:

- A. Personal leave may be granted by an Elected Official or Department Head so that an employee can take care of personal business which cannot be conducted before or after normal working hours.
- B. Full-time employees shall be credited on July 1 of each year with 16 hours of Personal Leave unless otherwise authorized by the Board of Supervisors. Employees hired though out the fiscal year shall receive Personal Leave according the following schedule:

| MONTH OF HIRE | HOURS CREDITED |
|----------------------|-----------------------|
| JULY – AUGUST | 16 |
| SEPTEMBER – OCTOBER | 13 |
| NOVEMBER – DECEMBER | 10 |
| JANUARY – FEBRUARY | 7 |
| MARCH – APRIL | 4 |
| MAY – JUNE | 1 |

- C. Part-time employees shall be credited for Personal Leave at one-half the hours above. Temporary and seasonal employees shall not receive Personal leave credits.
- D. Personal Leave cannot carry over from one fiscal year to the next. Unused Personal Leave shall be forfeited on June 30 of each year. Unused Personal Leave will not be paid out upon separation of employment.
- E. An employee transferring from one department to another shall retain any personal leave credit.

3.11.2 Coverage:

This policy applies to all classified and unclassified positions. Nothing in this policy modifies or waives the “at will” status of an unclassified employee.

3.12 TRAVEL REDUCTION POLICY

3.12.1 Policy:

It is the policy of Apache County to assist in reducing travel and conserving fuel used by employees for commuting purposes. As such, when authorized and under such conditions as may be imposed by an employee's Elected Official or Department Head, employees may utilize a four-day/10 hour per day work week.

3.12.2 Restrictions on Use of Travel Reduction Policy:

- 1.) Elected Officials and Department Heads utilizing this policy for some or all of their work force shall ensure that county offices remain open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Office hours may be extended if necessary and in the judgment of the Elected Official or Department Head, the public interest would thereby be served.

Elected Officials and Department Heads shall ensure that the use of this policy does not disrupt the efficient operation or administration of the various county offices.

- 2.) Not all county positions lend themselves to a modified work schedule. The decision whether to allow a particular employee to work a modified work schedule is solely within the discretion of the Elected Official or Department Head. Being allowed to work a modified work week is a privilege, not an entitlement, and is contingent on continued satisfactory job performance.
- 3.) Elected Officials or Department Heads may revoke permission for an employee to work a modified work schedule any time without notice and with or without cause.

3.12.3 Relation to Leave Time:

- 1.) Employees utilizing 4/10 schedules will be charged 10 hours of sick or vacation time for missing a full day of scheduled work.
 - 2.) During work weeks where there is a county recognized holiday, a number of alternatives may be available to employees who work 4/10 schedules. Which alternative will be offered is primarily based upon the operational needs of the department in question, and as a secondary consideration, the preference of the employee. The guiding principle, however, is the recognition that the county only pays eight (8) hours of holiday pay for each recognized holiday.
- A.) For the employees whose regularly scheduled day off falls on a scheduled holiday, the following alternatives would all be acceptable:
- 1.) The employee may work four (4) eight (8) hour workdays (32 hours), and take the holiday off (8) hours;
 - 2.) The employee may work three (3) regularly scheduled 10 hour work days (30 hours), a shortened two (2) hour work day on the fourth day, and take the holiday off (8 hours);

(3.12.3 Cont.)

- 3.) The employee may work three (3) regularly scheduled 10 hour work days (30 hours), utilize two (2) hours of vacation or personal leave on the fourth day, and take the holiday off (8 hours).
- B.) For employees who work 4/10 schedules and are required to work on a recognized holiday, there are also a number of options:
- 1.) The employee may arrange with his/her supervisor to take eight (8) hours off on another regularly scheduled work day during the same week, and work only two (2) hours on that day;
 - 2.) The employee may arrange with his/her supervisor to take eight (8) hours off on another regularly scheduled work day during the same week, and combine it with two (2) hours of vacation or personal time in order to obtain the entire day off;
 - 3.) The employee may work his/her regular 4/10 work week, and additionally be paid for eight (8) hours of holiday pay at regular time consistent with Section 3.92 of this manual.