COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
Director of Administration

Date: December 22, 2021

To: All Employees

From: Greg Brockmeyer
               Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook for changes to Sick Leave for
               Payroll Year 2022

Recently, the County Board passed and the County Executive signed the 2022 Annual Budget. In that document, the County Board requested that a Temporary Exception be introduced so that all Employees could use sick leave hours in 2022 before the employee has earned the hours. This proposal modifies this sick leave to implement this request.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of the proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on December 16, 2021 to raise their concerns.

2022 Sick Leave Changes

1. Employee Benefit Handbook, All Sections, is modified as follows. The topic "Subject: Sick Leave" is modified to add the following section below. The addition is in red and the revised section will now read:
   Section 1:
   ……
   e. Use of Sick Leave Credits. Employees shall inform their supervisor or department head as is appropriate of their need to be absent prior to their regularly scheduled starting time the first day and each day there after when return to work is doubtful; when their absence can be anticipated because of an appointment, such notice shall precede the absence by five (5) days when possible. The time off on sick leave for such appointments as are necessary shall be the minimum time required by the employee; but where it is possible for the employee to do so and in the interests of departmental efficiency, such appointments will be scheduled as near as possible to the end of the work day.

   1. Employees may use sick leave credits for temporary emergency care of ill or injured members of their immediate family (defined above), not to exceed five (5) days for any one (1) illness or injury; however, the five (5) days may be extended in unusual circumstances with prior County approval.

2. If an employee is absent from work for any of the reasons set forth under the sick leave definition above, and at such time has accumulated insufficient sick leave credits to cover the time lost, the amount of time lost shall be deducted from current earnings of said employee, provided, however, that for each month worked during such calendar year by said employee during which no sick leave is taken, said employee shall be reimbursed for the time they had lost as a consequence of the insufficient accumulation of sick leave credits.
3. Employees may at their option use vacation credits, holiday credits, or compensatory time due, to extend sick leave.
4. Employees may use vacation or holiday time in lieu of sick leave. Substituting other leave time for sick leave does not relieve the employee of any obligation to follow call in procedures. Absences may be used in evaluating general attendance, absenteeism, and specific violations of attendance policies regardless of the type of leave time that is used unless such leave time was previously approved by an employee's supervisor.
5. Notwithstanding subsection two (2) above, for 2022, Employees will be able to use the sick leave that they will earn in payroll year 2022 immediately without incurring a deduction in their earnings for unaccumulated sick leave credits. If an employee's employment with the County terminates with a negative sick leave balance, the County shall recover these funds through a deduction in the employee's final pay or other legal process.

2. This temporary exception set forth above shall remain in effect until the end of the 2022 payroll year.