

**OCONEE COUNTY PERSONNEL MANUAL**

**POLICY NUMBER 4-3**

**Effective: 10/26/2015**

**SUBJECT: Sick Leave/ Transfer of Leave (paragraph)**

Employees are authorized to transfer accumulated sick time to another employee who has exhausted his or her sick time, vacation or other paid leave and is personally experiencing an extreme medical emergency or long-term illness, related to the employees' spouse; child or parent is experiencing an extreme medical emergency or long term illness. The employee who transfers leave time to another employee shall lose the number of days of accumulated leave that is transferred. The transfer of leave time shall be done on a volunteer basis. All donations of leave under this policy are subject to the approval of the County Administrator.

**Donated sick time will be capped at 17 days.**

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**POLICY NUMBER 4-3**

**SUBJECT: SHORT TERM DISABILITY BENEFITS**

Short term voluntary disability insurance benefit will be offered thru SUN LIFE. Employee is required to purchase short term disability for this benefit to be extended to the employee.

To qualify for this compensation benefit, employees must have purchased this benefit, be full time and covered under the County's medical plan. The disabled employee must notify the Human Resources Office and be absent on a qualified medical leave accompanied with the appropriate physician's statement for a minimum of (15) fifteen calendar days.

As soon as employee is aware of absence will be longer than 15 calendar days, employee must complete a disability application with SUNLIFE thru the Human Resources Office.

The qualified employee may elect to utilize accumulated or donated leave time as an option in order to receive fully salary during his/her disability period or portion of disqualified from the short term compensation, only for the period in which they chose to utilize accumulated leave time.

**Donated sick time will be capped at 17 days.**

Oconee County no longer provides self-funding of \$200 per week for short term disability.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

10/27/15

**T. Scott Moulder, Oconee County Administrator**