

**CHILDREN'S TRUST OF ALACHUA COUNTY  
RESOLUTION 2020-17**

**ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK**

**WHEREAS**, the Children's Trust of Alachua County Adopted an Employee Handbook through Resolution 2020-8; and

**WHEREAS**, the Children's Trust of Alachua County desires to make changes to the Employee Handbook;

**NOW THEREFORE**, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

**SECTION 1:**        **AMENDMENT** “4.20 SICK LEAVE” of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

**A M E N D M E N T**

**4.20 SICK LEAVE**

- A. Granting Leave. Full time employees assigned to a 40-hour work week shall earn four hours of paid sick leave per pay period.
- B. Accrual of Leave. Sick leave shall be earned as of the last day in the pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period.
- C. Using Leave. All requests for sick leave shall be in writing and approved by the appropriate supervisor or designee prior to use; however, in the event prior notification is not possible, an employee must immediately contact the employee’s supervisor regarding the intended absence.
  - 1. An employee shall be granted sick leave only for those hours accrued prior to or during the pay period. Approval of sick leave requests is at the discretion of the supervisor.
  - 2. Any request for which the Family/Medical Leave Act (FMLA) may be applicable must be approved pending certification of the sick leave instance as FMLA. the leave will not be coded as FMLA until the medical certification designating the illness or injury as FMLA is received from the employee's medical provider.
  - 3. Sick leave may only be utilized for employee illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician. Sick leave may also be used by the employee to care for an immediate family member because of an illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician.
  - 4. Sick leave may be used for the employee's doctor/dental appointments or other

foreseeable medical appointments/treatment only if prior supervisory approval has been obtained. Sick leave may be used to transport or accompany the employee's immediate family member to doctor/dental appointments or for other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained.

5. An employee may be required to supply proof of sickness, injury or disability. Reasons for requiring proof may include, but are not limited to:
  - a. A pattern of use of sick leave in conjunction with a holiday, use of annual leave, days off, weekends, work assignment deadlines, etc.
  - b. If the employee is sent to a physician of the Trust's choosing for the purpose of providing proof of illness or ability to perform at work, the Trust will pay the expenses. Upon exhaustion of sick leave, an employee may request use of accumulated vacation leave rather than applying for leave without pay.
- D. Pregnancy. The sick leave policy is applicable to pregnancy, childbirth, miscarriage or recovery from any of these conditions.
  1. Should pregnancy, childbirth or miscarriage result in sickness to the mother or child(ren), a father may use sick leave to care for the mother or child(ren).
  2. The mother or father may, for up to six weeks, use sick leave for the recovery of the mother after birth.
  3. Medical documentation is required to use sick leave for more than six weeks after birth.
- E. Compensation for Unused Leave. Upon separation and with ten (10) years of continuous service upon separation the employee will be entitled to payment at the employee's current pay rate for 25% of all unused, accrued sick leave up to a maximum payout of 250 hours (1,000 hour accrual).  
(Intentionally left blank)

**SECTION 2:**        **AMENDMENT** "8.80 BENEFITS" of the Children's Trust of Alachua County Employee Handbook is hereby *amended* as follows:

## A M E N D M E N T

### 8.80 BENEFITS

- A. Health, Dental, Vision, Life Insurance, Employee Assistance Program (EAP) and Peerfit. The CTAC partners with the Alachua County Board of County Commissioners and participates in the BoCC's benefits plan. The plan includes Health, Dental, Vision, and Life Insurance, Flex Spending Accounts, an Employee Assistance Program, and Supplemental Retirement Options. The Employee Benefits Summary, including information on eligibility, can be found [here](#).
- B. Flexible Spending and Dependent Care Spending Account. The CTAC offers both a

Flexible Spending and Dependent Care Spending Account through Health Equity.  
(TBD)

C. ~~Life Insurance.~~ (TBD)

D. Supplemental Retirement. The CTAC offers a 457 Deferred Compensation plan through ICMA. (TBD)

**SECTION 3:**            **EFFECTIVE DATE** This Resolution is effective as of October 5, 2020.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD \_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Lee Pinkoson	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Karen Clarke	_____	_____	_____	_____
Dr. Karen-Cole Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Susanne Wilson Bullard	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Lee Pinkoson, Chairman, Children's  
Trust of Alachua County

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Tina Certain, Treasurer Children's  
Trust of Alachua County