



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
4.04	Paid Equity Days	01/01/2015

PURPOSE

Providing paid time off to full time employees that work 5 days per week, 8 hours per day equal to full time employees that work 4 days per week, 10 hours per day.

REFERENCE

Personnel Policies adopted October 1, 2014, page 9
IBEW Union Contract, entered into October 1, 2006, page 29
IAFF Union Contract, entered into July 15, 1999

POLICY

All Full time employees that are entitled to Holiday Pay per the current Personnel Policies and whose normal scheduled work week is comprised of 5 days and 8 hours of work per pay week are entitled to three Equity Days per year. This policy is designed to make those employees that do not work four-tens have an equal amount of paid time off as do their co-workers.

Equity Days are intended to be "use it or lose it" within each fiscal calendar year. Equity Days will not be prorated or used in advance of being earned. Employees must use Equity Days in the calendar year. Equity Days will not be "banked" for future use.

Department Heads are responsible for managing the use of employee's scheduled sick, vacation, Personal Days and Equity Days for their subordinates to maintain adequate coverage and services for the county and the public.

Equity Days may be used in combination with any other paid holiday, preapproved sick or preapproved vacation or funeral leave as evidenced by a *preapproved*, signed LEAVE FORM with a Department Head signature.

In the event of Family Medical Leave Act designations, the Equity Days will be used first in conjunction with any other paid leave balances within the leave entitlement under FMLA.

In the event an employee's normally scheduled days and hours change from four-tens to five-eights or vice versa, this leave policy will pertain to and be effective with a *prorated number of days based on the month of the employee's work schedule change.*

RESPONSIBLE DEPARTMENT

All Departments

Sunset Date: none