

JULY 18, 2022



STATE OF TENNESSEE
Sumner County

Date

STATE OF TENNESSEE, SUMNER COUNTY

I, the undersigned County Clerk, do hereby certify that this is a true and correct copy of the original instrument filed in this office. Given under my hand and the seal of office

This 20th day of July 2022

Bill Kemp, Clerk by George Mitchell, DC

SUMNER COUNTY CLERK

Board of County Commissioners RESOLUTION

No. 2207-08

TITLE

A RESOLUTION AMENDING THE GENERAL PERSONNEL POLICY

BE IT RESOLVED, by the Sumner County Board of County Commissioners meeting in regular session on this the 18th day of July 2022, that this body hereby amends the general personnel policy as follows:

VACATION LEAVE

As of June 30 of each year, vacation time earned and balances available will be reported to the finance department for each full-time employee. These balances will be confirmed and certified with the department head, office holder, and individual employee.

All vacation for full-time employees will accrue forward in the following format.

- On the six-month anniversary date- One week, not to exceed forty (40) hours.
- First year anniversary date- One week, not to exceed forty (40) hours.
- Years two through four (2-4) on the anniversary date- Two weeks, not to exceed (80) hours.
- Year five (5) and forward on the anniversary date- Three weeks, not to exceed one hundred twenty (120) hours

Part-time and temporary employees do not qualify for nor accrue any vacation leave.

After the first six months of employment, upon separation of full-time employment, balances shall be prorated forward from the most recent anniversary date until the separation date.

At the employee's request, upon separation, accumulated vacation hours or a portion thereof can be converted to sick hours in lieu of a payout.

Accumulation of Vacation Time- Accumulated vacation time may be carried forward for up to six weeks (not to exceed 240 hours) at the end of any fiscal year. Any amounts in excess of six weeks (or 240 hours) at the end of any fiscal year will automatically be rolled over to sick time. Employees may not carry a negative balance at any point.

Any full-time employee hired within the past twelve months of the adoption of this policy and their six-month anniversary date has passed will be credited for one week, not to exceed forty (40) hours of vacation time.

CERTIFICATION OF ACTION

Bill Kemp

COUNTY CLERK

Anthony Holt

COUNTY MAYOR

7/20/2022

DATE

Ayes 19 Nays 1 Abs 0

APPROVED:

REJECTED: