

**DEKALB COUNTY COMMISSIONERS**  
**RESOLUTION NUMBER 2018-R-25**

**Resolution Amending Vacation Leave, Bereavement Leave,**  
**and Court Leave Time Increments and**  
**Amending the Employee Handbook III.C.1.(a), and 1.(d)(ii),**  
**(iii), and Deleting 1.(d)(iv); Deleting Current III.F.1. through 7.**  
**of Bereavement Leave, and Replacing it with New III.F.1.**  
**through 8.; and Amending III.G.2. and G.4., and Adding**  
**III.G.5. of the Employee Handbook**

WHEREAS, the current policy of DeKalb County Government on employees taking vacation time requires it be utilized in one day increments; and

WHEREAS, the Commissioners have listened to employee input regarding a smaller increment being available for vacation time, bereavement time, and court leave time; and

WHEREAS, the Commissioners have determined that it would be in the best interests of County employees to shorten the minimum increment used on vacation time, bereavement time, and court time.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, as follows:

I. VACATION LEAVE:

1. Current III.C.1.(a) shall be amplified by adding a sentence to the end of existing (a) such that current (a) is deleted in its entirety and replaced with the following:

“(a) Except as provided herein otherwise for CLASS II Sheriff employees, new employees earn five working days of paid vacation continuously for six months. All such employees (new or old) who then continue to work for DeKalb County as a full time employee after the first six months of employment shall earn an additional five days of paid vacation after the second continuous six months. When employed by DeKalb County full time for ninety-six continuous months they will earn an additional five days for a total of fifteen days. After one-hundred-eighty continuous months they will earn additional five days for a total of twenty days. All vacation time earned in any calendar year must be used before December 31 of the next calendar year and failure to do so shall be an automatic forfeiture of those unused vacation days. Vacation time may be taken in full hourly increments. All fractions of an hour taken shall be rounded to the next higher hour.”

2. 1.(d)(ii) and (iii) are hereby deleted in their entirety and replaced with the following:

“(ii) Department Heads shall note on all payroll claims that include vacation leave hours the fact that they pay claim includes vacation leave hours and the number of such vacation leave hours claimed for each specific

employee, if any. Failure of a Department Head to make adequate notation shall make it mandatory that the DeKalb County Auditor reject the receipt of the claim until its completed as specified and as required by the State Board of accounts.

“(iii) Vacation pay for one hour for salaried personnel shall be determined on a per hour basis by dividing the annual salary by 52, and again by 5, and again by either 7.5, or 8.0, or 10.0, as the case may be.”

3. Current C.1.(d)(iv) shall be deleted in its entirety and not replaced by anything further.

BE IT FURTHER RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, as follows:

## II. BEREAVEMENT LEAVE:

Current III.F.1. through 7. are deleted in their entirety and replaced with the following:

1. DeKalb County recognizes paid bereavement leave. DeKalb County recognizes that in the event of a death in the immediate family, much planning and expense is involved and employees need time to complete arrangements. Department Heads may grant unpaid bereavement leave as they deem proper.
2. The scope of this policy covers all full time non-exempt employees and not part time employees.
3. All regular full-time employees shall be granted a paid bereavement leave of up to three (3) work days in the event of death in the employee's immediate family.
  - (a) “Employee's immediate family” for purposes of this Section shall mean an employee's spouse, child or step-child, parent, grandparent, grandchild, sibling, half-sibling, step-sibling, mother-in-law, father-in-law, sibling-in-law, son-in-law, daughter-in-law, legal guardian or any family member residing in the same household.
  - (b) For a spouse, child, step-child, or parent, an additional two (2) days of paid bereavement leave will be granted for a total of five (5) days.
4. In the event of death of any other family member or relative, an employee may be granted one (1) day's paid bereavement leave.
5. If immediate family member, as defined in this policy, lived over 300 miles from Auburn, an employee may use two (2) sick days for travel purposes, but not to exceed a total of five (5) days.
6. There shall be no paid bereavement leave for part time employees.
7. Bereavement time may be taken in full hourly increments. All fractions of an hour shall be rounded to the next higher hour.

8. Records of hours taken for paid bereavement leave shall be kept by the Department Head and reported to Human Resources Coordinator as required for paid sick days.

III. Court Leave:

1. Current III.G.2. shall be deleted in its entirety and replaced with the following:

“2. For paid Court Leave, the employee shall be paid the difference between witness fees or jury duty fees received by the employee and the regular work pay of the employee for the hours of missed work. An employee is expected to return to work upon release from court duty for the remaining hours of his or her shift if it is reasonable to do so.”

2. Current III.G.3. is deleted in its entirety, and replaced with the following:

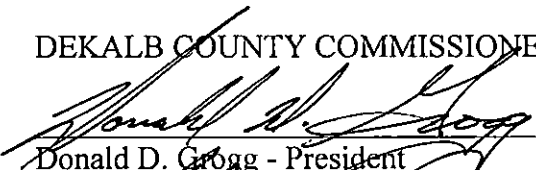
“3. In order to be eligible for such payment, the affected employee must notify his or her Department Head or supervisor within a reasonable time after receiving the court notice and must submit a written statement from an appropriate court official which states the hours and date(s) the employee served and the total amount of pay received.”

IV. **EFFECTIVE DATE:**

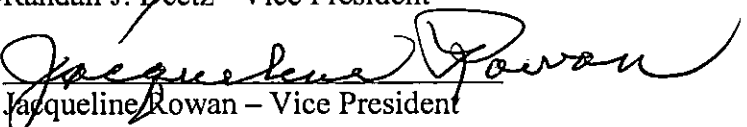
1. The amendments set forth in this Resolution shall be effective with the pay period beginning January 8, 2019.
2. This Resolution shall be in full force and effect from and after its passage and publication if required by law.

ALL OF WHICH IS RESOLVED by the Board of County Commissioners of DeKalb County, Indiana, on this 17th day of December, 2018.


DEKALB COUNTY COMMISSIONERS:

  
Donald D. Grogg - President

  
Randall J. Deetz - Vice President

  
Jacqueline Rowan - Vice President

Attested:

  
By Jan Bauman, Auditor