

STATE OF GEORGIA

COUNTY OF CLAYTON

ORDINANCE NO. 2008 – 24

AN ORDINANCE TO AMEND THE CLAYTON COUNTY CIVIL SERVICE RULES AND REGULATIONS, AS AMENDED, SPECIFICALLY TO AMEND RULE 5.407.5 GOVERNING THE ANNUAL LEAVE DONATION POLICY, BY DELETING THE CURRENT RULE 5.407.5 IN ITS ENTIRETY AND SUBSTITUTING IN LIEU THEREOF A NEW RULE 5.407.5; TO REPEAL CONFLICTING LAWS, ORDINANCES, RESOLUTIONS, RULES AND REGULATIONS; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CLAYTON COUNTY, GEORGIA, AND IT IS HEREBY ORDAINED

Section 1. Clayton County Civil Service Rule 5.407.5 is amended by deleting the existing Rule 5.407.5 in its entirety and substituting in lieu thereof a new Rule 5.407.5 which reads as follows:

Rule 5.407.5 Annual Leave Donation Policy

Clayton County employees may voluntarily donate annual leave to another County employee in cases where the employee receiving the annual leave is terminally ill or suffering from an extended illness or injury. Employees may also voluntarily donate annual leave to another County employee in cases where the receiving employee requests sick leave usage for the illness or injury of a family member, provided the family member is clearly in need of the employee's personal care. For purposes of this section, a "family member" is defined as any person domiciled with the employee and is related by blood or

marriage to the employee or is in the employee's legal custody and care. Employees wishing to use donated annual leave to care for such a family member will be prepared to provide written documentation to the Board that the family member is either related by blood or marriage to the employee or is in the employee's legal custody and care. In order to donate annual leave, the employee must have accumulated a minimum of one hundred (100) hours of annual leave. A request to donate the leave shall be submitted to the donor employee's Department Head by completing an Annual Leave Donation Form. A copy of the Annual Leave Donating Form, naming the employee receiving the annual leave, shall be sent to the Personnel Department. An employee who is terminally ill or suffering from an extended illness or injury (or an employee who otherwise qualifies to receive donated leave as provided above) may submit a request to receive a donated leave to the employee's Department Head by completing a request for Annual Leave Donation Form. A copy of the request for Annual Leave Donation Form, naming the donor of the annual leave, shall be sent to the Personnel Department. In order to qualify for donated annual leave, the employee shall submit a certification by an attending physician providing that the employee or his/her family member is suffering from a terminal or extended illness or injury. Further, the employee receiving the donated annual leave shall have exhausted all sick leave and annual leave benefits. The Civil Service Board shall review all requests for donated annual leave and the Board's determination as to the eligibility of the donor and beneficiary shall be binding on all parties of interest. It is not the intent of this policy that minor illnesses or injuries, as determined by the Board, nor the normal birth of a child shall qualify for annual leave donation.

Section 2. All ordinances, resolutions, rules and regulations, or parts thereof which conflict with this Ordinance are hereby repealed.

Section 3. It is declared to be the intention of the Board of Commissioners that all sections and paragraphs of this Ordinance are or were, upon their enactment, believed to be fully valid, enforceable and constitutional. To the greatest extent allowed by law, each and every section and paragraph herein is severable from the other. In the event that any portion of this Ordinance shall be declared invalid, unconstitutional or otherwise unenforceable by valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Board of Commissioners that the remaining portions of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

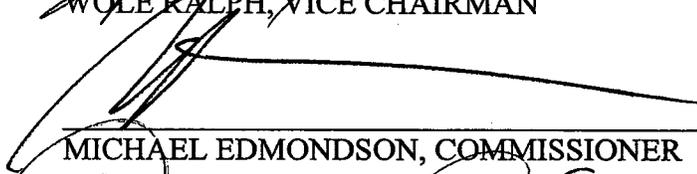
Section 4. This ordinance shall be effective on the date of its approval by the Board of Commissioners.

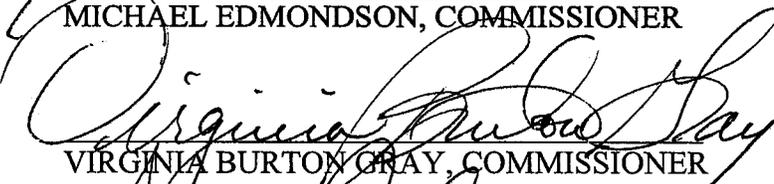
SO ORDAINED, this 19th day of February, 2008.

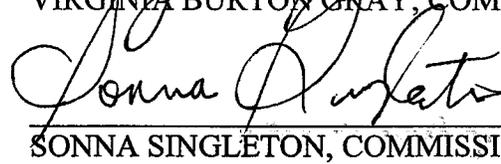
CLAYTON COUNTY BOARD OF COMMISSIONERS


ELDRIN BELL, CHAIRMAN

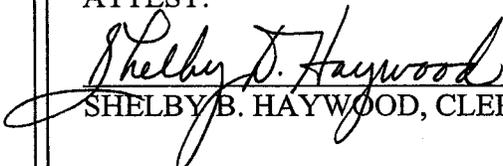

WOLE RALPH, VICE CHAIRMAN


MICHAEL EDMONDSON, COMMISSIONER


VIRGINIA BURTON GRAY, COMMISSIONER


SONNA SINGLETON, COMMISSIONER

ATTEST:


SHELBY B. HAYWOOD, CLERK