DEPARTMENT: Planning & Building  BY: Tony Lashbrook  PHONE: 966-5151

RECOMMENDED ACTION AND JUSTIFICATION:  (Policy Item: Yes  No X)

No recommendation is provided because this is a County Personnel policy issue and no current policy exists regarding this matter. From the Department standpoint, there will be no impact on operations because the employee has already taken the time off. If approved, this would allow the employee to receive sick leave pay as opposed to leave without pay. This employee had a limited amount of accumulated sick leave, experienced a major crisis in the death of her mother (who was her live-in day care provider) and due to doctor's orders was off a week with sinusitis. This illness accounted for a loss of 22 hours on her last paycheck.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has established no formal policy regarding the transfer of sick leave from one employee to another. It is my understanding that the Board has previously approved one such transfer in the instance that a Deputy in the Sheriff's Department had a brain tumor requiring major surgery.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Deny request – Employee would not receive pay for sick leave related time off in excess of accumulated sick leave.

2. Approve request – Employee would receive pay for sick leave related time off.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
</tr>
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<tbody>
<tr>
<td>(✓) Not Applicable</td>
<td>List the attachments and number the pages consecutively:</td>
</tr>
<tr>
<td>A. Budgeted current FY</td>
<td></td>
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<tr>
<td>B. Total anticipated costs</td>
<td></td>
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<tr>
<td>C. Required additional funding</td>
<td></td>
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<tr>
<td>D. Internal transfers</td>
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SOURCE: ( ) 4/5ths Vote Required

| A. Unanticipated revenues | |
| B. Reserve for contingencies | |
| C. Source description: | |
| Balance in Reserve for Contingencies, if approved: | |

CLERK'S USE ONLY:

Res. No.: 93-232  Ord. No.  
Vote - Ayes:  
Absent:  
(✓) Approved  ( ) Denied  ( ) No Action Necessary  
Minute Order Attached  
The foregoing instrument is a correct copy of the original on file in this office.

Date:  
ATTEST:  MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By:  Deputy  

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  

Recommended  
Not Recommended  
For Policy Determination  
Submitted with Comment  
Returned for Further Action  
Comment:  

A.O. Initials:  

Action Form Revised 5/92
TO: TONY LASHBROOK
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: REQUEST TO TRANSFER SICK LEAVE FROM ONE EMPLOYEE TO ANOTHER

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 20, 1993

ACTION AND VOTE:

Consideration of Request to Transfer Sick Leave from One Employee to Another Within the Planning and Building Department (Planning)

BOARD ACTION: (M)Parker, (S)Taber, Board denied request for transfer of sick leave in this case, and directed that if the individual wishes to donate vacation or comp time, the Board would consider that request based on a dollar versus hourly rate of exchange/Ayes: Balmain, Parker, Taber; Noes: Baggett; Abstained: Erickson. Following further discussion, (M)Parker, (S)Taber, Res. 93-232 adopted rescinding the previous action; and taking the following action: request for transfer of sick leave is denied, with direction that if the individual wishes to donate vacation or comp time, it would be allowed for this case based on a dollar versus hourly rate of exchange. Motion was amended, agreeable with maker and second, further directing that if individuals within the Planning/Building Department wish to donate vacation or comp time, it would be allowed without further Board action, based on a dollar versus hourly rate of exchange for this case only/Ayes: Unanimous.

cc: Auditor
    Personnel
April 2, 1993

Board of Supervisors
Courthouse
Mariposa, CA 95338

RE: Second Request for Transfer of Sick Leave from One Employee to Another Employee

Dear Supervisors:

Please consider my second request for a transfer of 56 hours of my accrued sick leave to Sandy Huston. She has exhausted all of her sick leave and vacation as of March 21, 1993 and has been docked 22 hours of pay on her March check.

As I mentioned in my first request letter, Sandy has been very ill and got worse this past month. She had sinusitis and due to the excessive pressure and infection she experienced, her ear drum burst which resulted in minor hearing loss in one ear. She is on antibiotics but her ear will take 4-6 weeks to mend. Return trips to the doctor are expected for follow up. She was off for a week based upon a written request by her doctor (enclosed).

Having accrued more than 829 hours of sick leave, I believe I'm entitled to either use the time myself or have the option to give it to Sandy at no cost to the County. Since Sandy has been forced to return to work after exhausting all of her leave, she has not had a chance to strengthen herself and is probably working at 80% efficiency. Due to her personal status and her health, it has been increasingly difficult for her to get the medical attention she deserves and receive a full paycheck for the month which she desperately needs as a single parent.

Please have an open mind and seriously consider the situation this single parent has been forced to endure. My request for a sick leave transfer is the least I can do for a fellow employee and the best thing all of you can do as supervisors. Setting a precedent like this promotes goodwill and bonding between employees and is a boost to morale.
A good deed represents thinking of others before yourself, walking in their shoes and being compassionate in the time of need. That time is now and your support for a unanimous vote is requested.

Thank you for considering my request.

Sincerely,

SUSAN WARNER
Co-Worker

Sw

Enclosures
CERTIFICATE TO RETURN TO WORK OR SCHOOL

_Sandy Huston_ was in my
office on _3/15/93_.
May return to work/school on _3/22/93_.

Restrictions: 

Comments:  _Some minor restricted range
movement and bending._

_Signed_

Dr. Gary Melasca

Chapel Hill Medical Center
P. O. Box 2384
Oakhurst, CA  93644
(209)  683-2766
December 9, 1992

Board of Supervisors
Courthouse
Mariposa, CA  95338

RE: Transfer of Sick Leave Between Employees

Dear Supervisors:

As a co-worker of Sandy Huston, I would like to request that 56 hours of my sick leave be transferred to Sandy due to her health, the failing health of her mother and required sick leave she had to use on behalf of her son.

Since Sandy is a single parent, she is responsible for driving her mother to the doctors office and down to Fresno for testing. Unfortunately, her mother's illness was more critical than we all had expected because she died on November 23, 1992. Her son, Tony, is a typical kindergartner and has had his share of illnesses which required a visit to the doctor and time off.

I would like to donate 56 hours to Sandy, that can be used to finalize her mother's paperwork and it would give her a few days to fall back on in case of illness.

Your approval would enable Sandy to receive a full paycheck since she has exhausted all of her sick leave. She desperately needs her paycheck in lieu of docked pay. It is my sincere wish that your compassion will help Sandy in this time of need.

Sincerely,

SUSAN WARNER
Co-Worker
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<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
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<tr>
<td>1/1/15</td>
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**Note:**
- Time sheets are to be submitted to the supervisor by the employee at the end of the pay period.
- All time must be recorded accurately.
- Any falsification or misrepresentation of time will result in disciplinary action.

*Employee Daily Time Record*

**Marsyaza County**