



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, May 21, 2025, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENT
Designated for topics on the agenda only.
- I. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected. If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.
 - 1. Approval of the May 07, 2025, Regular Meeting Minutes 1
- J. AGENDA ITEMS
 - 1. Budget Amendments FY25 5
 - 2. Slagle Township Assessors Contract 2025..... 7
 - 3. Lake Street Roof Top Unit Replacement 9
 - 4. Cedar Creek Quote for Meter Replacements..... 12
 - 5. Resolution 25-09 Central Dispatch – Renew Surcharge Amount 14
 - 6. Policy Amendment -B-12.4 Paid Absence from Workplace..... 16
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
- M. PUBLIC COMMENT
Open for any public comments.
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

WEXFORD COUNTY BOARD OF COMMISSIONERS
Regular Meeting * Wednesday, May 7, 2025

Meeting called to order at 4:00 p.m. by Chairman Taylor.

Roll Call: Present- Commissioners Jason Nelson, Mark Nyman, Sandy Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Jason Baughan, and Brian Potter.

Absent- Commissioner Aaron Sogge.

Pledge of Allegiance.

Additions/Deletions to the Agenda-None.

Approval of the Agenda

MOTION by Comm Theobald, seconded by Comm Bush to approve the agenda.

All in Favor.

Employee Recognition- None.

Presentation and Reports-

Kevin Hughes, District #10 Health Department, provided the Board with their annual report. They are in good financial shape currently, but going forward that may be more difficult. Mr. Hughes noted that they have a healthy fund balance after a successful audit.

Mr. Hughes pointed out to the Board that they are able to have Adolescence Health Centers and Wellness Centers in three of our local schools. From October 1, 2024 through March 31, 2025, Cadillac Schools had services provided to 207 students, and 182 behavioral services provided. In Mesick Schools, they had 368 medical services, and 393 behavioral services provided. At Manton Schools, they received medical services for 564 students, and 179 behavioral services provided.

Chelsea Rossow provided the Board with a data snapshot with some highlighted areas. They look at community input as well as health care input. She noted that in Wexford County the overdose records have gone down. She also explained the difference between federal poverty and ALICE households, which was highlighted in the data snapshot.

Public Comment-None

Consent Agenda

1. Approval of the April 16, 2025 Regular Meeting Minutes
2. Acceptance of Resignation from NLCMH
3. Appointment to NLCMH

MOTION by Comm Bengelink, seconded by Comm Theobald to approve the Consent Agenda.

All in favor.

Agenda Items

1. Assessing Contract-Cherry Grove

MOTION by Comm Theobald, seconded by Comm Bengelink to approve the Assessing Contract between the township of Cherry Grove and the County of Wexford for the period of April 1, 2025, through March 31, 2030. And authorize the chairman and Equalization Director to sign on behalf of the county.

Roll Call: Motion passed 8-0.

2. Ooma Quote/AT&T Replacement

MOTION by Comm Nyman, seconded by Comm Nelson to approve the Ooma proposal to replace the AT&T POTS lines in the amount of \$434.55 monthly and authorize the chairman to sign on the behalf of the county.

Roll Call: Motion passed 8-0.

3. CLIO Proposal

MOTION by Comm Theobald, seconded by Comm Bengelink to approve the three-year CLIO Legal Practice Management System Proposal in the amount of \$28,622.88 annually and authorize the chairman to sign on the behalf if the county.

Roll Call: Motion passed 8-0.

4. Donation of Furniture to MSUE

MOTION by Comm Theobald, seconded by Comm Baughan to approve the donation of the furniture left behind by Michigan Works to MSUE.

All in Favor.

Administrator's Report-

Administrator Porterfield informed the Board that on May 5th he received a letter of resignation from Dispatch Director, Duane Alworden. Travis Baker has been named the interim director until the position is officially filled.

He reminded the Board that auditors will be at the courthouse next week. He also noted that he and Jami will be attending the Administrators Conference for the next meeting, and then he will be going on vacation after that.

Mr. Porterfield informed the Board that due to the transition phase in Veteran's Directors, after the untimely passing of Kathy Cline, the deadline to apply for the VA Grant was

missed. Because of the persistence of the new Director, Chris Emmons, they are able to apply and that was sent in. He also congratulated the Clerk's Office on a successful election.

Mr. Porterfield highlighted the cyber training that Karhu put on for employees. He was pleased to see that a lot of employees attended. They used AI to clone his voice, and it was played for employees. It was very eye opening.

Mr. Porterfield also was happy that the spring carnival was a huge success.

Correspondence-None

Public Comments-

Shelly Baughman came before the Board to address an issue she is having with the bus. She has to call 2 weeks in advance to go to Traverse City, and a week ahead to go to town. Her roommate can get a bus without a problem. She believes Melissa doesn't turn her calls in. She doesn't want Melissa on the phones anymore.

Don Koshmider, Cadillac, reminded the Board to watch InfoWars. He wanted to spread information on chem trails. They are spraying poison. He reminded everyone of the World Economic Forum. Mr. Koshmider asked that everyone not fall for the BS.

Liaison Reports-

Comm Theobald attended a DHHS meeting. Camp applications are open. The Pathways to Potentials program will be ending in June. Ms. Theobald also attended a Salvation Army meeting. They are raising money for a shower trailer. They currently offer laundry for the homeless. She also attended an LDFA meeting where there is more testing and target areas. The Airport has been deemed a big area of concern.

Comm Baughan attended a School Safety meeting. He provided everyone with a copy of the agenda.

Comm Nyman attended a CMH meeting. They are in the process of hiring a new CEO. They have hired a company to help search for that position. They are also conducting an audit to address issues they have had.

Comm Bengelink attended a Library meeting in Cadillac. They are partnering with Gather to Grow to provide snacks to children and developmentally disabled adults. This will be in the Library Conference Room on Tuesdays and Thursdays from 11am to 1pm.

Comm Taylor attended the Fair Board. They are doing great. They have motorcycle racing coming.

Board Comments-

Comm Theobald thanked all public service people. She appreciates them all.

Comm Potter thanked Joe, Jami and all elected officials.

Comm Nyman noted that the Jeep Blessing was the past weekend in Mesick. It was a huge success. The Mushroom Festival is this upcoming weekend.

Chairman's Comments-

Chair Taylor thanked everyone for attending.

Adjourn

MOTION by Comm Theobald seconded by Comm Potter to adjourn at 4:39 p.m.
All in favor.

Gary Taylor, Chairperson

Alaina M. Nyman, County Clerk

DRAFT

**Wexford County Board of Commissioners
Amendments to the 2025 Budget Log**

	BOC Meeting Date	Acct	Acct Description	Revenue
A	2025-05-21	101-245-575.00	Remonumentation Grant	\$5,175.00
		101-245-727.00	Offices Supplies	
		101-245-800.00	Contracted Services	
		101-245-802.00	Research Corners	
		101-245-812.00	Administration Fee	
		101-966-969.00	Transfer Out	
	Total			\$5,175.00
<i>Comment/Reasoning: To allow ROD to finalize 2024 grant documents</i>				
B	2025-05-21	101-283-702.03	Permanent Employees	
		101-283-702.04	Temporary/Parttime	
	Total			
<i>Comment/Reasoning: Circuit Court needs to hire a temporary employee</i>				
C	2025-05-21	297-682-539.10	State	(\$11,901)
		297-682-727.00	Offices Supplies	
		297-682-800.00	Contracted Services	
		297-682-860.00	Travel & Conferences	
		297-682-930.04	Promtional	
		297-682-930.05	Veterans Expo	
	297-682-930.06	New Freedom		
Total			(\$11,901)	
<i>Comment/Reasoning: Veterans grant was decreased by the State</i>				

Expense

(\$698.00)

(\$4,500.00)

\$2,500.00

\$1,290.00

\$ 6,583.00

\$5,175.00

(\$1,000)

\$ 1,000.00

\$ 1,000.00

\$ 250.00

\$ 500.00

\$ (3,490.00)

\$ 6,104.00

\$ (17,265.00)

\$ 2,000.00

\$ (11,901.00)

Slagle Township, Wexford County

Assessors Service Contract

April 1st 2025:

The following services will be provided for the Township of Slagle, Wexford County by the Wexford County Equalization Department.

- (1) Examine all parcels of real and personal property as required and determine the physical or economic depreciation.
- (2) Maintain assessment roll and add new construction or delete structures as of tax day.
- (3) Prepare and file state reports.
- (4) Prepare and certify the assessment roll.
- (5) Defend all assessments and give courtroom support at MI Tax Tribunal proceedings.
- (6) Process Homestead affidavits.
- (7) Attend Board of Review meetings as required.
- (8) Develop the ECF (economic condition factor) based on sales studies.
- (9) Prorate assessments on splits or combinations for the Township Treasurer.
- (10) Process land divisions (if Township Supervisor is unavailable to do so).
- (11) Print property record cards.
- (12) Maintain Assessing Software on Wexford County computer network.
- (13) Slagle Township is responsible for providing the assessing software. Postage and office supplies as needed for assessor duties.

The fee for this service shall be \$ 12.28 per parcel per year. Beginning April 1st 2025 and continuing thru March 31st 2026.

Clifford Porterfield MMAO (4) R-8388
Wexford County Equalization Director

Gary Taylor Chairman
Wexford County Board of Commissioners

Phil Wendel, Slagle Township Supervisor

Tammy Porterfield, Slagle Township Clerk

Connie Roush, Slagle Township Treasurer

Advanced Mechanical & Electrical Services, LLC



19466 18 Mile Rd.
LeRoy, MI 49655

(231) 829-9533

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Estimate

Date	Estimate #
3/31/2025	37281

Billing Name / Address
Wexford County 107 May St. Cadillac, MI 49601

Jobsite
Lake Street building

Job Description / P.O. / Project
RTU replacement

Qty	Description	Total
	Labor, materials and permit to remove existing Heil packaged roof top unit with bad heat exchanger and install new Trane packaged roof top unit. Price includes the following:	
	Trane 10 ton packaged roof top unit	
	Economizer	
	Barometric relief damper	
	Gas piping revisions	
	Electrical revisions	
	Low voltage wiring revisions	
	Condensate drain	
	Curb adapter	
	Crane rental	
	Permit	
	Removal and disposal of old unit	
	Start up	
	Total	26,199.14

Thank you for the opportunity to quote this project	Subtotal	\$26,199.14
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Acceptance Signature / Date: _____

Printed Name / Title: _____

Total	\$26,199.14
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Maveric Mechanical & Plumbing INC.

1649 Leeson Ave.
Cadillac, MI 49601

Phone # 231-444-6240

mavericmechanical@gmail.com
www.mavericmechanical.com

Estimate

Date	Estimate #
4/9/2025	16729

Rep
DPC

Name / Address
Wexford County 437 E. Division St. Cadillac, MI 49601 ATTN: Adam Kerr

P.O. No.	Terms
	90 Days

Description	Qty	Rate	Total
Lake St Building		20,800.00	20,800.00
Remove and replace RTU on north side of building 10ton unit			
Daikin DSG1203DH00010C 10ton RTU 208/230 3ph			
Curb adapter			
Economizer unit			
Connect to existing gas piping			
Connect to existing line and low voltages			
Dispose of old unit and r22 freon			
Crane service			
Permit			

Card payments will incur a 4% surcharge & will be added to your total amount.	Total	\$20,800.00
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If this estimate is accepted – PLEASE CALL THE OFFICE to confirm 231-444-6240.
 A 25% down-payment is required, if over \$3,000.00, for work to be scheduled/started.
 This invoice will be emailed/mailed to you after your acceptance. Thank you!

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COMMERCIAL | RESIDENTIAL | PLUMBING | HVAC | SERVICE

April 11, 2025

Wexford County Coop Extension Services
401 N. Lake Street
Cadillac, MI 49601
Attn: Adam Kerr 231-920-9073

Re: #7 Roof Top Unit replacement located at 401 N. Lake St.

The following is our Proposal for the above-mentioned project.

- Disconnect gas and electrical from unit.
- Remove unit by crane, recover refrigerant and recycle unit.
- Install foam sealer on existing curb, install CDI curb adapter by crane, unit will rotate 90 degrees.
- Installation of 1) new Carrier 10-ton 208-230v 3 ph. (RTU is ASHRAE code compliant per new regulations) by crane.
- Installation of new code compliant low leak vertical economizer.
- Re piping of gas line, connect and paint.
- Installation of new disconnect and whip will be performed by Windemuller.
- Start-up of unit and testing through full sequence of operation.
- Permit Included.

Total for Above\$30,712.00

Add: \$1,872.00 for the installation of a Trane 10-ton roof top unit.

Note: Proposal is valid for 30-days, work to be performed during normal business hours, M-F 7:30 am – 3:30 pm. Existing roof top unit is 29 years old and has exceeded life expectancy.

Thank you for this opportunity, please call me if you have any questions.

Respectfully submitted,

Shawn Wolf
swolf@dwmechanical.com
231-941-1215

SLC Meter llc
 3285 West Lapeer Rd.
 Auburn Hills, MI 48326



QUOTATION

Ph. 248-625-0667
 Fx. 248-625-8650
 www.slcmeter.com

Date	Quote #
4/21/2025	41917

Name / Address
INFRASTRUCTURE ALTERNATIVES 7888 CHILDSDALE AVE N.E. ROCKFORD,MI 49341

Ship To
HARING TOWNSHIP HALL C/O CEDAR CREEK TOWNSHIP 515 BELL CADILLAC, MI 49601

Project Name	Expires on	Terms	Rep	Entered by
CEDAR CREEK	5/21/2025	Net 30	ASB	ASB

Item	Description	Qty	Unit Price	Total
BM-BENGAGE	Beacon Engagement agreement (up to 500 accounts) Excludes Utility Billing Software interface. The Beacon engagement fee is required for all Beacon AMA managed solution opportunities utilizing the published volume-based service unit pricing. This fee includes the set-up and activation of utility customer's (customer) Beacon AMA portfolio and initial licensing of the Beacon AMA software. Fees charged to a customer by its utility billing vendor for an interface file are the responsibility of the customer. Beacon engagement fee is based on total number of utility services system wide.	1	4,500.00	4,500.00
CONSULTING	UTILITY BILLING CONSULTING SERVICES - THIS INCLUDES REVIEW OF OF CURRENT BILLING SYSTEM FOR ANOMALIES - CORRECTION OF FOUND ANOMALIES - ACTING LIASON BETWEEN BS&A AND BADGER METER - PROVIDE WRITTEN INSTRUCTIONS FOR BILLING TASKS, PER HOUR	2	250.00	500.00T
BM-TRAINING	GETTING STARTED WITH BEACON AMA IN THIS TRAINING COURSE THE CUSTOMER WILL RECEIVE A WALK THROUGH OF THE BASIC SOFTWARE FUNCTIONALITY, BILLING INTEGRATION.	1	750.00	750.00
BM-OBE-SU	68886-104 BADGER CELLULAR ENDPOINT - ORION NaaS SUBSCRIPTION FEE SERVICE UNITS - 1-500 UNITS (TIER PRICING 1 - 75,000+) End User Invoiced directly from Badger. *Engagement fee required..		1.50	1.50
BM-OBE-LTE-C	BADGER ORION LTE C CELLULAR END POINT, TWIST TIGHT CONNECTOR, 8" WIRE W/ Wall Cover Install Kit (PN: 64394-032)	54	179.98	9,718.92T
BM-E4-POLY-G	1" BADGER E-SERIES METER W/ POLYMER BODY, HRE/LCD REGISTRATION IN GALLONS W/ 25' TWIST TIGHT CONNECTOR	47	265.90	12,497.30T
BM-E4-BRZ-G2-PRE...	1" E-SERIES BRONZE BODY G2 METER IN GALLONS WITH 25' TWIST TIGHT CONNECTOR W/ TEMP AND PRESSURE SENSOR	4	408.34	1,633.36T

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Please go to www.slcmeter.com for further details.	Sales Tax (0.0%)
	Total

Page 1
 Thank You!

SLC Meter llc
 3285 West Lapeer Rd.
 Auburn Hills, MI 48326

Ph. 248-625-0667
 Fx. 248-625-8650
 www.slcmeter.com



QUOTATION

Date	Quote #
4/21/2025	41917

Name / Address
INFRASTRUCTURE ALTERNATIVES 7888 CHILDSDALE AVE N.E. ROCKFORD,MI 49341

Ship To
HARING TOWNSHIP HALL C/O CEDAR CREEK TOWNSHIP 515 BELL CADILLAC, MI 49601

Project Name	Expires on	Terms	Rep	Entered by
CEDAR CREEK	5/21/2025	Net 30	ASB	ASB

Item	Description	Qty	Unit Price	Total
BM-E7-G	2" BADGER E-SERIES METER W/ US GALLON HRE-LCD REGISTRATION, FLANGED, 316 STAINLESS 17" LONG W/ 25' TWIST TIGHT CONNECTOR	3	1,051.08	3,153.24T
1/REPLACE	FIELD SERVICE: WATER METER REPLACEMENT AT VARIOUS LOCATIONS	54	115.00	6,210.00
1/INSTALL	FOR METER PITS WITH METAL LIDS - WE WILL DRILL A HOLE AND USE A PIT BRACKET FOR THE CELLULAR ENDPOINTS	0	10.00	0.00
2/REPLACE	2" WATER METER REPLACEMENT OF SAME LAY LENGTH LOCATED AT:	3	250.00	750.00
MOBILIZATION	MOBILIZATION	1	1,800.00	1,800.00

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Please go to www.slcmeter.com for further details.	Sales Tax (0.0%)
	Total \$41,514.32

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 Thank You!

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twenty-first day of May 2025, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 25-09
CENTRAL DISPATCH – RENEW SURCHARGE AMOUNT**

WHEREAS, under MCL 484.1714 (1)(g) the State 9-1-1 Committee is required to provide notice to communication providers of the 9-1-1 surcharges in Michigan; and

WHEREAS, this includes the counties' 9-1-1 operational surcharge, the state 9-1-1 surcharge, and the monthly prepaid surcharge; and

WHEREAS, surcharge guidelines set by the State of Michigan are:

- Counties may raise or lower their surcharge collection amount once annually.
- Modifications to the surcharge collection amounts go into effect on July 1st each year.
- Counties requesting to raise their current surcharge, not to exceed voter- approved cap, must do so by commissioner resolution.
- Resolutions must be submitted to the State by May 15th each year. Two percent of the county's surcharge is retained by the telephone companies as a technical cost; and

WHEREAS, Wexford County's surcharge cap was set by vote approval in November of 2016 at \$2.25; and

WHEREAS, then Wexford County's surcharge cap was increased by .75 cents and set to \$3.00 by voter approval in August of 2022 to become effective July 2023.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby determines the Wexford County 911 Surcharge shall remain \$3.00 through the remainder of the voter-approved timeframe and through each subsequent renewal until such time as the Board of Commissioners directs a change; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

DRAFT

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina Nyman, Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 25-09 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 21, 2025, and I further certify that public notice of such meeting was given as provided by law.

Alaina Nyman, Clerk

Personnel Management Policies

B-12.4 Paid Absence from the Workplace

County Board Approval: May 15, 1996; Amendments February 7, 2001; December 5, 2002; March 17, 2004; May 6, 2009; November 7, 2012; January 6, 2016; February 3, 2016; April 6, 2016; September 7, 2016; Effective March 29, 2019; Amended January 6, 2021; Amended February 3, 2021; Amended April 6, 2022; Amended October 5, 2022; **Amended May 21, 2025**

A. Vacation Leave.

1. Administrative information:

a. Pay status: paid leave.

b. Approval authority: Department Head or Elected Official.

2. Full-time employees who worked during the period establishing their vacation eligibility as set forth below shall accrue vacation on a bi-weekly work period in accordance with the following schedule.

Vacation shall be credited to each eligible employee at the end of the bi-weekly work period in which 75 hours (or 80 hours depending on the requirements of the position) of paid service is completed as listed below. When paid service does not total 75 (or 80) hours in a biweekly work period the employee shall be credited with a pro-rated amount of vacation for that work period based on the number of hours in pay status divided by 75 (or 80) hours multiplied by the applicable accrual rate.

Seniority Required	Per Work Period Accrual Rates	
	80 hrs/work period	75 hours/work period
1 year	3.08 hours	2.89 hours
5 years	4.62 hours	4.33 hours
10 years	6.15 hours	5.77 hours
20 years	7.69 hours	7.21 hours

Vacation shall be available for use only in biweekly periods subsequent to the biweekly work period in which it is earned.

3. Regular part-time employees are eligible for vacation leave and will accrue vacation at the above rates when their accumulated work hours reach the equivalent of the seniority levels noted above.

4. In order to be eligible for vacation benefits, employees must have worked for the County a minimum of 1950 hours (if a 75 work period) or 2080 hours (if the employee works in an 80 work period position). This applies to both full time and part time employees.

c. Maximum Accrual

Employees may accumulate vacation leave only up to the maximum accumulation limits provided below:

Time in Service Seniority Required	Maximum Accumulation Limit	Maximum Pay Out Limit
0 to 25 or more years	250 hours	200 hours

d. Upon termination of employment, the employee may be entitled to compensation for any accrued but unused vacation time (at their normal hourly or daily rate) in any of the following circumstances:

a. If the employee retires in accordance with the retirement plan currently in effect.

- b. If the employee resigns from employment and a minimum of two weeks advance notice is given.
- c. If the employee is laid off and requests payment of accrued vacation pay in writing.
- d. If the employee's position is eliminated as a result of staff reorganization, budget cuts or for some other reason not the fault of or caused by the employee.
- e. Note: Employees terminating within the first 6 months of employment (normally the probation period) will not be eligible for payment for any accrued vacation time.
- f. Vacation leave scheduling shall be the result of coordination between the employee and the employee's supervisory chain of command.
- g. Vacation leave shall be considered mandatory.

B. Paid Holidays.

- 1. Administrative information:
 - a. Pay status: paid leave.
 - b. Approval authority: not applicable.
 - c. The County Administrative Offices and Courts will be closed on the following holidays (note: this listing conforms as closely as possible to the recognized holiday listing that is promulgated by the State Court Administrator's Office.)
 - a. New Year's Day (January).
 - b. Martin Luther King Day (January).
 - c. Presidents' Day (February).
 - d. Good Friday (March or April, afternoon off only, from 12:00 PM onward).
 - e. Memorial Day (May).
 - f. Juneteenth (June).
 - g. Independence Day (July).
 - h. Labor Day (September).
 - i. Veterans Day (November).
 - j. Thanksgiving Day (November).
 - k. Friday after Thanksgiving Day (November).
 - l. Christmas Eve Day (December).
 - m. Christmas Day (December).
 - n. New Year's Eve Day (December).
 - o. Whenever a holiday falls on:
 - a. Saturday, the preceding Friday shall be considered the holiday for paid time off purposes.
 - b. Sunday, the following Monday shall be considered the holiday for paid time off purposes.
 - c. Procedures:
 - a. The County Administrator, Union representatives, and representatives from each of the three Courts will review the coming year's holiday schedule annually in November to:
 - 1) Ensure that there is agreement and conformity on the next year's holiday schedule in all County Departments, and to:

- 2) Determine if adjustments to the holiday schedule are warranted or desired. If adjustments are required, a proposal will be forwarded to the Board of Commissioners (via the appropriate Committee) for approval).

b. In the event that changes to the holiday schedule are required or desired, consensus agreement must be obtained between the County Administrator, each of the three Courts and the Union representatives and then sent to the Board of Commissioners for final approval.

c. A minimum of five calendar days prior to the closure of County offices due to holiday, the County Administrator shall post closure signs on the doors of each entryway to advise the general public of the holiday closure status.

d. If a holiday falls during a period when an employee is on authorized vacation leave, the holiday shall be counted as a holiday and not counted as leave and not deducted from the employee's accrued leave bank.

C. Administrative Leave.

1. Administrative information.

a. Pay status: paid leave.

b. Approval authority: Department Head/Elected Official.

c. There may be times when an employee's absence from the work place has been authorized by cognizant authority but does not logically fit into any of the paid absence categories outlined in this section. An example of this is the time that an employee is absent from the work place due to early closure or late opening of County offices because of heavy weather (described elsewhere in this manual).

d. In these instances, the cognizant Department Head or Elected Official shall cause the hours accounting (on the twice monthly time sheet) to reflect the designated number of hours of administrative leave as a separate category in hours accounting.

D. Paid Personal Leave.

1. Administrative information:

a. Pay status: paid leave.

b. Approval authority: Department Head or Elected Official.

c. All regular full-time non-probationary employees of the County shall be allowed 3 personal days as paid leave of absence per calendar year. A personal day shall be considered the equivalent of a full work day based on the employee's prescribed daily work period.

d. An employee who successfully complete their probationary period will be awarded a prorated amount of paid personal leave.

Probationary periods are defined in collective bargaining agreements and in Policy B-9.0 Job Vacancies, Section H. Probationary period.

e. Personal days may be used only as requested and coordinated at least 7 days in advance of the date desired (whenever possible) with the cognizant Department Head or Elected Official. The Employer shall make every effort to notify the employee whether the request is granted within 3 days following submission of the request. A request for a personal day may be denied if the absence of the employee would unreasonably interfere with or have an adverse impact on the ability of the Employer to provide required services.

f. Personal days are not cumulative from year to year and unused personal days will not be compensated for at the termination of employment as is the case with accrued vacation leave.

E. Medical-Sick Leave.

1. Administrative information: ~~Changes effective March 29, 2019~~ February 21, 2025, and such changes supersede any prior policy or past practice:

a. All employees, including Ffull-time employees, ~~and regular~~ part-time employees, temporary and seasonal ~~who work 25 hours or more per week.~~

b. Pay status: paid leave

~~e.~~ Approval authority: Department Head/Elected Official

~~d.~~ General.

a. Employees who accrue ~~medical-sick~~ leave are eligible to use accrued ~~medical-sick~~ leave, provided that the employee notifies his/her cognizant supervisory chain of command as soon as possible, but in no case later than the morning of the ~~work day~~ workday for which the employee will be absent. If the absence extends beyond a single ~~work day~~ workday, it is expected that the Employer will be kept informed by the employee as to his/her condition and anticipated ~~dated~~ date of return to work.

~~A verification statement by a physician may be required by the supervisory chain of command at any time. This statement should contain the cause(s) of the sickness or disability and its expected duration.~~

~~b.~~

~~e.b.~~ In the event that an employee's need for ~~medical-sick~~ leave extends longer than the employee's accumulated ~~medical-sick~~ leave credits, the employee shall be placed on ~~medical-sick~~ leave without pay effective the date that the accumulated ~~medical-sick~~ leave credits are exhausted or cease being used by the employee. This period will continue until such time as the need for ~~medical-sick~~ leave ceases or disability payments (under the Employer's disability insurance program) are also exhausted.

~~d.c.~~ Upon return from ~~medical-sick~~ leave, an employee must be given his/her previous job.

~~e.d.~~ In the case of a work incapacitating injury or illness for which an employee is eligible for benefits under the Employer's sickness and accident insurance portion of the Employer's workers' compensation program, ~~medical-sick~~ leave credits may be utilized, at the employee's request, to equalize the difference between the employee's normal bi-weekly after-tax earnings and the disability or compensation payment.

~~f.e.~~ For the purposes of ~~medical-sick~~ leave, "family member" includes all of the following:

- 1) A biological, adopted, or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis.
- 2) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child.
- 3) An individual to whom the eligible employee is legally married under the laws of any state.
- 4) A grandparent.
- 5) A grandchild.
- 6) A biological, foster, or adopted sibling.

~~g.f.~~ Absence from work under the Family Medical Leave Act (FMLA) of 1993 is discussed in a separate section below.

~~h.g.~~ Medical-Sick leave accrual:

E. Medical-Sick Leave.

1. Administrative information: ~~Changes effective March 29, 2019~~ February 21, 2025, and such changes supersede any prior policy or past practice:

a. All employees, including Ffull-time employees, ~~and regular~~ part-time employees, temporary and seasonal ~~who work 25 hours or more per week.~~

b. Pay status: paid leave

~~e.~~ Approval authority: Department Head/Elected Official

~~d.~~ General.

a. Employees who accrue ~~medical-sick~~ leave are eligible to use accrued ~~medical-sick~~ leave, provided that the employee notifies his/her cognizant supervisory chain of command as soon as possible, but in no case later than the morning of the ~~work day~~ workday for which the employee will be absent. If the absence extends beyond a single ~~work day~~ workday, it is expected that the Employer will be kept informed by the employee as to his/her condition and anticipated ~~dated~~ date of return to work.

~~A verification statement by a physician may be required by the supervisory chain of command at any time. This statement should contain the cause(s) of the sickness or disability and its expected duration.~~

~~b.~~

~~e.b.~~ In the event that an employee's need for ~~medical-sick~~ leave extends longer than the employee's accumulated ~~medical-sick~~ leave credits, the employee shall be placed on ~~medical-sick~~ leave without pay effective the date that the accumulated ~~medical-sick~~ leave credits are exhausted or cease being used by the employee. This period will continue until such time as the need for ~~medical-sick~~ leave ceases or disability payments (under the Employer's disability insurance program) are also exhausted.

~~d.c.~~ Upon return from ~~medical-sick~~ leave, an employee must be given his/her previous job.

~~e.d.~~ In the case of a work incapacitating injury or illness for which an employee is eligible for benefits under the Employer's sickness and accident insurance portion of the Employer's workers' compensation program, ~~medical-sick~~ leave credits may be utilized, at the employee's request, to equalize the difference between the employee's normal bi-weekly after-tax earnings and the disability or compensation payment.

~~f.e.~~ For the purposes of ~~medical-sick~~ leave, "family member" includes all of the following:

- 1) A biological, adopted, or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis.
- 2) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child.
- 3) An individual to whom the eligible employee is legally married under the laws of any state.
- 4) A grandparent.
- 5) A grandchild.
- 6) A biological, foster, or adopted sibling.

~~g.f.~~ Absence from work under the Family Medical Leave Act (FMLA) of 1993 is discussed in a separate section below.

~~h.g.~~ Medical-Sick leave accrual:

~~Regular All employees including full-time, part-time, temporary and seasonal employees will accrue medical-sick leave at a rate of 0.0369 hours of medical-sick leave to 1 hour of paid time, which is approximately 6 hours per month.~~

~~Regular part-time employees working 25 hours per week or more will accrue medical leave at a rate of 0.0286 hours of medical leave to 1 hour of paid time.~~

~~i.h.~~ Medical-Sick leave utilization.

a. An employer shall allow an eligible employee to use accrued medical-sick leave for any of the following:

- 1) The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
- 2) The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee.
- 3) If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- 4) For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.

~~b. Employees shall furnish satisfactory evidence of illness or injury when the illness or injury is expected to exceed 3 working days. The employee's supervisor, at his or her discretion, may require such evidence of illness or injury for periods of less than 3 working days. For earned paid sick leave time of more than three (3) consecutive days, the Employer may require reasonable documentation demonstrating that the earned paid sick leave time has been used for a below stated purpose. Upon request, an employee shall provide the documentation to the Employer within fifteen (15) days of the request. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation for purposes of this subsection. Documentation providing details of the nature of the illness is not required. However, any employee found to use sick leave for a purpose other than a purpose allowed in this policy will be subject to disciplinary action.~~

~~e.b.~~ Medical-Sick leave may be used upon accrual.

d.c. Unused medical-sick leave:

- a. Except as set forth below, paid medical-sick leave shall not accumulate from December 1st of any year to December 1st of any other year or be “carried over” in any manner and will have no monetary value upon separation from employment with the employer for whatever reason.
- b. Full-time employees may carry over a total of 12 unused medical-sick leave days from year-to-year. Part-time employees may carry over a total of 40 unused medical-sick leave hours from year to year.
- c. For full-time employees, at the end of each calendar year, up to five days of accrued but unused medical-sick leave that is in excess of 12 days shall be multiplied by the employee’s straight time rate of pay as of November 30th of that year and that amount shall be paid to the employee. Any unused medical-sick leave days above the five-day maximum shall not be compensated and shall be deemed forfeit. For regular part-time employees working 25 hours or more per week, there shall be no amounts paid to employees for unused medical-sick leave.
- d. Employees whose employment status with the County is severed forfeit all accrued medical-sick leave benefits.
- e. In cases of work incapacitating illness or injury for which an employee is eligible for work disability payments under the Workers’ Compensation Law of the State of Michigan, accrued medical-sick leave may be utilized to maintain the difference between the employee’s net regular salary or wage. Upon exhaustion of his or her medical-sick leave bank, the employee shall draw only those benefits which are allowable under the Workers’ Compensation Law of the State of Michigan, if any. The Employer will pay the first 14 days without charge to medical-sick leave, to be reimbursed if later paid by workers’ compensation.

F. Jury Duty Leave.

1. Administrative information:
 - a. Pay status: paid leave.
 - b. Approval authority: Department Head/Elected Official.
 - c. Employees selected for jury duty or who are summoned as a witness in a court proceeding shall be given a leave of absence for this period.
 - d. Employees shall be paid the difference between any jury duty or witness compensation they receive from the Court and the straight time pay they would otherwise have earned (exclusive of all premiums) for the time spent on jury duty or as a witness.
 - e. In order to receive pay for time spent on jury duty or as a witness, an employee must:
 - a. Give the Employer advance notice of the time he/she is to report for jury duty or as a witness.
 - b. Give satisfactory evidence that he/she served as a juror or witness at the summons of the Court on the day or days that he/she claims for such pay.
 - c. Return to work promptly after being excused as a juror or witness.

G. Family and Medical Leave.

In order to assure consistency in the application of the Federal Family and Medical Leave Act (FMLA) and coordinate same with existing labor contracts, it is the policy of Wexford County to designate all leaves of absence, paid or unpaid, which meet the eligibility requirements of the Family and Medical Leave Act, toward employees’ allotment under the Family and Medical Leave Act.

The 12-week allotment granted through the Family and Medical Leave Act is computed on a rolling basis for the 12-month period preceding the leave and not on a calendar basis.

1. Administrative information.
 - a. Pay status: paid leave, see below for additional information.
 - b. Approval authority: Department Head/Elected Official
 - c. General. Employees who have been employed for at least 12 months are eligible for leaves of absence for family and medical reasons under the terms and conditions set forth below and as those terms and conditions are supplemented and explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that Act, provided that they were employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the requested leave:
 - a. Qualifying reasons for leave. An eligible employee is entitled to a total of 12 workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any for any one, or more of the following reasons:
 - 1) The birth of a son or daughter and to care for a newborn child.
 - 2) The placement with an employee of a son or a daughter for adoption or foster care.
 - 3) To care for the employee's spouse, son, daughter or parent with a serious health condition.
 - 4) Because of a serious health condition that makes the employee unable to perform the functions of functions of his/her job.
 - 5) Service member
 - b. Explanation. For purposes of definition, the term "serious health condition" means:
 - 1) An illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility.
 - 2) Any period of incapacity requiring absence from work, school or other regular daily activities of more than 3 calendar days that also involves continuing treatment by (or under the supervision of) a health care provider.
 - 3) Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days.
 - 4) Prenatal care.
 - c. Explanation. For purposes of definition, the term "Service member" means:
 - 1) The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Service member FMLA"). Except as mentioned below, an employee's rights and obligations to Service member FMLA Leave are governed by the County's existing FMLA policy.
 - a) Service member FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- 1.) A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
 - 2.) To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.
- b) Duration of Service member FMLA
- 1.) When Leave Is Due To A “Qualifying Exigency”: An eligible employee may take up to 12 workweeks of leave during any rolling 12-month period.
 - 2.) When Leave Is To Care for an Injured or Ill Service Member: An eligible employee may take up to 26 workweeks of leave during a single rolling 12- month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single rolling 12-month period.
- c) Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.
- 1.) Except as provided for to care for an injured/ill Service member, an eligible employee is entitled to a total of 12 work weeks of leave during a rolling 12- month period measured backward from the date an employee uses any leave.
- d. Request for leave.
- 1) Employees desiring leaves of absence under this section shall provide written notice to the Employer setting forth the reasons for the requested leave, the anticipated start date of the leave and its anticipated duration. Requests for leave under this section will be routed to the employee's Department Head or Elected Official via the employee's supervisory chain of command.
 - 2) Foreseeable leaves. An employee must provide at least 30 days advance notice before the leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for a serious health condition of the employee or family member. If 30 days is not practicable (such as because of a lack of knowledge of exactly when the leave will be required or due to changes in circumstances), notice must be given as soon as possible. Employees are expected to consult with the Employer prior to the scheduling of planned medical treatment in order to work out said treatment schedule which best suits the needs of both the employee and the Employer. The Employer may, for justifiable cause, require the employee to reschedule treatment, subject to the approval of the health care provider and the ability to reschedule the treatment. In the event that

an employee fails to give the required notice with no reasonable excuse for the delay, the Employer may delay the commencement of the leave until at least 30 days after the date that the employee gives notice of the need for leave.

- 3) Unforeseeable leaves: When the need for leave or its approximate timing is not foreseeable, an employee shall give notice to the Employer as soon as practicable under the facts and circumstances of his/her particular case. In the case of a medical emergency (such as a motor vehicle accident), written advance notice is not required.
- 4) Notice: Employees shall provide notice to the Employer either in person, by telephone or by fax. Notice may be given by an employee's representative if the employee is unable to do so himself or herself. In the case of unforeseeable leaves, the employee is expected to provide more information when it can be readily accomplished in a practical manner, taking into consideration the exigencies of the situation.

e. Medical certification.

- 1) A request for leave to care for the employee's family member with a serious health condition or due to the employee's own serious health condition that makes the employee unable to perform the functions of his/her position, must be supported by a certification issued by the health care provider of the employee or the employee's family member. This certification should be provided to the Employer within 15 calendar days of the request for leave unless it is not practical to do so despite the employee's diligent and good faith efforts. An employee who fails to provide this required certification may be denied the commencement of leave until certification is provided.
- 2) If the Employer has reason to doubt the validity of a medical certification, the employee may be required to obtain a second opinion at the Employer's expense from a health care provider of the Employer's choice, provided that the health care provider is not employed or cannot be employed on regular basis by the Employer. If the opinions of both the employee's and the Employer's designated health care providers differ, the Employer (at the Employer's expense) may require the opinion of a third health care provider designated jointly by the employee and Employer. Both parties must act in good faith in the selection of this third health care provider as this third opinion shall be final and binding on both the employee and the Employer.
- 3) The Employer may request recertification at any reasonable interval, but not more than once every 30 calendar days, unless:
 - a) The employee requests an extension of leave.
 - b) Circumstances described in the original certification have changed significantly (i.e., the duration or nature of the illness, medical complications, etc.).
 - c) The Employer receives information that casts doubt on the continuing validity of the last certification in the case.

- 4) The Employer may also require recertification of the employee's or family member's serious health condition when the Employer is prevented from recovering the Employer's share of health benefit premium payments made on the employee's behalf during a period of unpaid leave because the employee is unable to return to work after leave due to the continuation, reoccurrence or onset of a serious health condition.
- 5) Employees whose leave was occasioned by a serious health condition that made the employee unable to perform their job are required to obtain and present certification from the health care provider that they are fit for duty and able to return to their work. This certification must be provided at the time the employee seeks reinstatement at the end of leave, and the Employer may deny restoration to full duty until satisfactory certification is provided.

f. Length of leave:

- 1) An employee is eligible for up to 12 workweeks of leave each year. As described above, this year is based upon a "rolling" 12-month period measured backward from the date an employee uses any leave under this section. These 12 workweeks of leave may be taken in one continuous period. "Intermittently" or on a "reduced leave schedule" under certain circumstances.
- 2) "Intermittent" leave is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods of an hour or more to several weeks.
- 3) A "reduced leave schedule" is a leave schedule that reduces the number of working hours per workweek or hours per workday.
- 4) Leave taken because of a birth or placement of a child for adoption or foster care may only be taken intermittently or on a reduced leave schedule with the prior written approval of the Employer.
- 5) Leave taken to care for a sick family member or for an employee's own serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary.
- 6) For intermittent leave or a reduced leave schedule, there must be a medical need for leave (as distinguished from voluntary treatments and procedures) and it must be that such medical need can be best accommodated through intermittent leave or a reduced leave schedule. Employees who require intermittent leave or a reduced leave schedule must attempt to schedule these leave periods so as to minimize the impact on the Employer's operations.
- 7) A foreseeable request for intermittent leave or for a reduced leave schedule may result in the Employer requiring the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates the recurring periods of leave than does the employee's regular position. This alternative position must have equivalent pay and benefits. The Employer may also transfer the employee to a part-time position with the same rate of pay and benefits,

provided the employee is not required to take more leave than is medically necessary. The Employer may not eliminate benefits to which the employee is entitled to and which otherwise would not normally be provided to an employee in this part-time position, however, the Employer may proportionately reduce earned benefits where such reduction is normally made for part-time employees.

- 8) If an employee takes leave on an intermittent or reduced leave schedule basis, only the amount of leave actually taken is counted toward the maximum of 12 weeks of leave. Where an employee normally works a part-time schedule or variable hours, the amount of leave is determined on a pro-rata or proportional basis by comparing the new schedule with the employee's normal schedule. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period is used for calculating the employee's normal workweek.

g. Pay status while on leave: Employee's on leave of absence under this section shall be paid in accordance with the following:

- 1) In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued leave days. These paid leave days shall be applied in the following order:
 - a) Paid sick leave.
 - b) Paid personal leave.
 - c) Paid vacation.
- 2) In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
 - a) Paid personal leave.
 - b) Paid vacation.
- 3) As a condition of the leave, employees must utilize available paid leave in the order set forth above and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave days, the remainder of the leave shall be without pay.

h. Benefit status while on leave.

- 1) While on leave, an employee's coverage under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.
- 2) An employee may choose not to retain health coverage while on leave and upon return from the leave is entitled to reinstatement of the group

health plan coverage without any qualifying period, physical examination or exclusion of pre-existing conditions.

- 3) Except as required by the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), the Employer's obligation to maintain health benefits ceases when an employee informs the Employer of his/her intent not to return from leave (including at the start of the leave if the Employer is so informed on or before the starting date of the leave), the employee fails to return from leave and thereby terminates employment or the employee exhausts his/her leave entitlement.
- 4) The Employer may recover its share of health plan premiums paid during a period of unpaid leave from an employee if the employee fails to return to work after the employee's leave entitlement has been exhausted or expires, unless the reason that the employee does not return is due to:
 - a) The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under this section, unless the Employer requests medical certification and the employee does not provide such certification in a timely manner (within 30 days); or
 - b) Other circumstances beyond the employee's control.
- 5) The Employer's right to recover its share of health premiums paid during periods of unpaid leave extends to the entire period of unpaid leave taken by the employee.

When an employee fails to return to work, except for the reasons stated above, health premiums paid by the Employer during a period of leave are a debt owed by the non-returning employee to the Employer. In the circumstances where recovery is allowed, the Employer may recover its share of health insurance premiums through deduction from any sums due to the employee (i.e., unpaid wages, vacation pay, profit sharing, etc.). Alternatively, the Employer may initiate legal action against the employee to recover its share of health insurance premiums.

- i. Rights upon return to work. On return from leave, an employee shall be returned to the same position that he/she held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee is no longer qualified for the position because of their physical or mental condition or the failure to maintain a necessary license or certification.

H. Disability Leave.

1. Administrative information:
 - a. Pay status: paid leave, see below for additional information.
 - b. Approval authority: Department Head/Elected Official.
 - c. After completion of the 12 week family and medical leave granted because of a serious health condition that caused the employee to be unable to perform the functions of his/her job, a supplemental disability leave of absence may be granted to employees who are unable to continue to work for the

Employer because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the Employer to require a physician's certification establishing (to the Employer's satisfaction) that the employee is indeed incapacitated from the safe performance of work due to illness, injury or other disability.

d. During a disability leave, an employee shall receive paid sick leave if available from a collective bargaining agreement or from County policy. Paid sick leave and accident insurance payments will be granted if allowed under the appropriate collective bargaining agreement or County policy.

e. Disability leave will continue for the period of the employee's disability provided, however, that the duration of disability leave does not exceed 24 consecutive months or the length of the employee's seniority, whichever is lesser. The employer may request, at any time as a condition of continuance of disability leave, proof of the employee's continuing disability.

f. In situations where the employee's physical or mental condition reasonably raises a question as to the employee's capacity to perform the job, the Employer may require medical examination by a physician selected by the Employer at the Employer's cost, and, if appropriate, require the employee to take leave of absence under this policy.

g. Employees are required to notify the Employer of any condition which will require a leave of absence under this policy together with the anticipated date for commencement of the leave. This notice should be given as soon as the employee is first aware of the condition and should be processed via the employee's supervisory chain of command to the County Administrator for final approval.

h. Employees who have requested leave under this policy shall present a physician's certification of the need for this leave of absence, and, if applicable, the ability to remain at work until the commencement of disability leave.

i. Employees returning to work from disability leave must present a physician's certificate establishing to the Employer's satisfaction that the employee is able to perform his/her job.

I. Bereavement Leave.

1. Administrative information:

a. Pay status: paid leave, see below for additional information.

b. Approval authority: Department Head/Elected Official.

c. Full-time employees shall be granted a leave of absence with pay for up to 3 days when a death occurs in the immediate family.

d. For the purposes of this section, the term "immediate family" is defined as the employee's spouse, children, mother, father, sister, brother, grandparents, grandchildren, stepchildren, stepmother, stepfather, father-in-law, mother-in-law, sister-in-law, brother-in-law, spouse's grandparents, and the spouse(s) of the employee's children.

e. Bereavement leave will be requested and coordinated by the employee with his/her supervisor sufficiently in advance so as to allow the employee to make travel plans (if required) and to allow the Employer to make adequate adjustments to departmental operations.

f. If the funeral is scheduled for a location outside of the State of Michigan and more time is required, the employee has the option of using other accrued leave days or taking an additional two days bereavement leave under this section. Such additional days of bereavement leave will be without pay.

g. Under normal circumstances, bereavement leave is to be taken on consecutive days, however, in instances where the burial date is different from the funeral date, bereavement leave days may be split to allow attendance at both ceremonies. When leave dates are split under this section, the employee must

coordinate with his/her supervisory chain of command.

DRAFT



Attachment (1) - Wexford County Leave Request Form

Name _____ Date _____

Department _____

Date(s) Requested	Hours (if applicable)	Type of leave: Annual, Personal, Sick
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Please indicate if the time taken is annual, personal or sick time.
2. Forward to Department Head or Administrator.
3. You will be notified as soon as possible of the status of your request
4. A signed copy of this form will be returned to you for your files.

Approved Yes No

Explanation, if any
(to be used by employee and/or supervisor)

Department Head or Administrator

Date