



COUNTY COMMISSIONERS

Mike Dasher, Chair
Diana Hales, Vice Chair
Jim Crawford
Franklin Gomez Flores
Karen Howard

COUNTY MANAGER: Dan LaMontagne

**Resolution Amending the Chatham County Personnel Policy
April 2021**

WHEREAS, the Chatham County Personnel Policy, adopted March 11, 1996, establishes the general guidelines for employees conduct; and

WHEREAS, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the County; and

WHEREAS, internal and external review of the policy identified needed modifications to the policy, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Chatham County, that Personnel Policy be amended as follows:

Add Article VI, Section 20

Section 20: Paid Parental Leave

A. Scope

1. The County will grant 120 hours of parental leave, or pro-rated portion thereof for part-time employees, for those employees that meet eligibility requirements.

B. Eligibility

1. Employee must be employed for a period of one (1) year; **AND**
2. Employee must be on approved Family Medical Leave or other leave without pay for qualifying parental reason (birth, adoption, license foster care placement) in accordance with the provisions set forth in Article VI, Section 7 of this policy.

C. Procedures

1. This parental leave will account for the first 120 hours of leave, or pro-rated portion thereof, of leave taken following the birth, adoption or licensed foster care placement of a child.
2. In accordance with the Family and Medical Leave Act, this leave may be taken over a one (1) year period from the date of birth, adoption or placement.
3. Leave that is not taken will be forfeited at the conclusion of each incident year and will not be carried over into the next year.
4. Employee will not be paid for unused leave upon separation from employment.

Adopted, this the 19th day of April, 2021.

Mike Dasher, Chair
Chatham County Board of Commissioners

ATTEST:

Lindsay K. Ray, NCCCC, Clerk to the Board
Chatham County Board of Commissioners