

Paid Leave for All Worker's Act Policy

(PLAWA)

In accordance with PLAWA, all employees are to be afforded a maximum of forty (40) hours of PLAWA leave (hereinafter PL) per 12-month period to be earned at a rate of one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period. Franklin County currently provides full-time employees with Sick Leave at the rate of one (1) sick day per month. It is the intention of this policy that the (40) hours of PL is to be taken from the (12) sick days the employees currently accrue. If an employee does not specify a reason prior to or at the time of their leave it shall be presumed to be PL up to the maximum (40) hours. Part-time employees who do not earn sick leave, shall accrue PL at the rate one (1) hour of PL for every forty (40) hours worked in a 12-month period, up to a maximum of forty (40) hours of PL in a 12-month period. Employees shall be paid their regular hourly rate of pay for PL.

The 12-month period for purposes of calculating PL shall be the calendar year. Employees shall be permitted to use accrued PL beginning on March 30, 2024 or ninety (90) days after the commencement of their employment, whichever is later. Full-time and part-time employees may at the end of a 12-month period, carry over accrued, unused PL into the next 12-month period. An employee, however, may not use more than 40 hours of accrued PL in a 12-month period and may not carry over more than 40 hours, anything in excess of 40 hours shall be converted to general sick leave and shall follow the accumulated sick leave policy for full-time employees only, part-time employees' PL will not be converted to sick leave.

Franklin County does not credit PL under this policy to any other employee vacation bank or paid time off (PTO) bank. As a result, in accordance with PLAWA, Franklin County does NOT compensate employees for accrued, unused PL upon termination or separation from employment.

PL Use:

Franklin County requires employees to provide seven (7) calendar days' notice of the employee's intent to take PL. If, however, the employee's need to take PL is not foreseeable, the employee must provide notice as soon as is practicable after the employee is aware of the necessity of taking PL. Franklin County may deny an employee's request to use PL if granting leave would significantly impact County operations. The following is an illustrative (not exhaustive) list of reasons why requests to use PL may be denied: 1) Staffing would fall below minimum levels necessary to provide effective public service; 2) Emergency circumstances exist requiring employee attendance; 3) Employee absence would hamper Franklin County's ability to meet critical workflow obligations or deadlines. An employee is not required to search for or find a replacement worker to cover the hours during which the employee will be on PL. Employees may take PL in increments as small as two (2) hours unless the employee's scheduled workday is less than two (2) hours, in which case, the employee's scheduled workday shall be used to determine the amount of PL taken. An employee may take PL for any reason of the employee's choosing. An

employee is not required to provide Franklin County with a reason for taking PL. Franklin County will not require the employee to provide documentation or certification of the reason that PL was taken. An employee may choose whether to use PL under this policy prior to using any other leave provided by Franklin County or State law. If an employee does not specify a reason prior to or at the time of their leave it shall be presumed to be PL. Employees shall be paid their regular hourly rate of pay for PL.

If an employee is separated from employment with Franklin County and is rehired within twelve (12) months of separation from Franklin County, previously accrued PL that had not been used by the employee shall be reinstated, and the employee shall be entitled to use it at the commencement of reemployment.

**** This policy does not apply to anyone covered under a collective bargaining agreement.**