

6.110 BEREAVEMENT LEAVE

An employee who has a death in the immediate family (as defined in Section 10.010 H) shall be granted up to three (3) working days of paid bereavement leave, and up to two (2) additional paid days if travel out of state is required. Bereavement Leave must be used within one (1) year of the death. If additional leave is needed PTO may be utilized. If PTO is not available, Leave without Pay may be utilized. Each employee requesting bereavement leave due to death in the immediate family shall provide in writing the name of the deceased and relationship. The Division Manager may require documentation prior to approving the leave.

6.130 FAMILY AND MEDICAL LEAVE POLICY

An eligible employee can take up to twelve (12) weeks of leave under this policy during a twelve (12) month period. The Board will measure the twelve (12) month period as a rolling 12-month period measured from the start of the approved FMLA documentation. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 12 weeks available.

7.055 SMOKE, SMOKELESS, AND VAPE FREE POLICY

a. Purpose

To establish a County-wide standardized policy and procedure for prohibiting the use of all forms of smoke, smokeless, and vape products (as defined in Section 10.010 – Definitions) by new County employees hired on or after February 1, 2016.

b. Policy

1. All employees hired on or after February 1, 2016, will be required to sign an affidavit attesting that they have not used smoke, smokeless, or vape products for one year prior to employment with Sumter County. Smoke, smokeless, and vape use of any kind, 24 hours a day - 7 days a week, is prohibited by employees hired on or after February 1, 2016.
2. Employees hired prior to February 1, 2016, will not be required to sign the affidavit but will be required to refrain from smoke, smokeless, and vape use during paid status.

c. Procedure

1. Employees hired on or after February 1, 2016

- i. As part of the hiring procedure for new employees, Employee Services will provide the new hire with an affidavit to sign, as prescribed above.
- ii. If a supervisor has reasonable suspicion that an employee is using a smoke, smokeless, or vape products, the supervisor will bring this information to Employee Services, who will then investigate the matter. All investigations shall be conducted in a manner respectful to the employee. If the investigation reveals smoke, smokeless, or vape use, the employee will be terminated from employment.

7.060 SMOKING POLICY

- a. For health and safety considerations, and in accordance with State and Federal regulations, the Board prohibits the use of smoke, smokeless, and vape products by employees in all Board facilities, including Board owned buildings, entrances to buildings, vehicles, and offices or other facilities rented or leased by the Board, including individual employee offices.
- b. Employees hired prior to February 1, 2016 who smoke may do so only when not on duty including at designated break times. Break times may not exceed the established break and lunch policy.

10.010 DEFINITIONS

- q. Smoke, Smokeless, and Vape Products: Smoke, smokeless, and vape products are defined as cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, dip, electronic or e-cigarettes. Nicotine replacement products, such as gum and patches are also prohibited.

Appendix B – Vehicle Use Policy

(l) (4) The use of smoke, smokeless, and vape products is prohibited in County vehicles.

(n) (1) (iv) Damage to a County vehicle or P.O.V. being operated for County business is so significant that it cannot be operated safely, or the damage to the vehicle or property is estimated to be \$1,000.00 or more.

(n) (5) Notify his Department Head, Fleet Services, and Employee Services of all incidents whether deemed significant or not.