

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 300.1 through 300.3	Page 1 of 1
	SUPERSEDES: May 24, 2016	DATE ISSUED: November 15, 2017
SUBJECT: Sick Leave Purchase By the County	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

300.1 General Provisions

It is the objective of the County to allow employees to request a purchase, by the County, of their sick leave or PTO; up to one workweek every other year during the duration of their employment to fund their Health Savings Account.

300.2 Sick Leave Purchase by the County

Employees must submit a sick leave/ PTO purchase request to his/her Department Director at least one month prior to the payout. Upon approval of both the Department Director and County Administrator, and receipt of the documentation in the payroll office at least two weeks prior to the pay date, employees requesting such payout will have the value of the purchase deposited in their health savings account through payroll deposit on the first payroll of July.

Employee is eligible for purchase by the County only if the employee will have a remaining balance of at least one workweek of sick leave or PTO available after the purchase has been made.

300.3 Distribution of Sick Leave Purchase by the County to County Employees; Employee Acknowledgement

A copy of the Sick Leave Purchase Policy shall be distributed to each County employee with an Employee acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.