



**COUNTY OF PRINCE GEORGE**  
**Human Resources Department**  
P.O. Box 68  
Prince George, VA 23875  
Phone (804) 722-8669 Fax (804) 732-1967

*Nancy V. Shaffer*  
*Director of Human Resources*

MEMORANDUM

To: Mr. Percy Ashcraft  
County Administrator

From: Nancy Shaffer  
Director of Human Resources

Date: November 6, 2017

Re: Personnel and Administrative Policy Changes

Staff has reviewed several of the personnel policies related to hours of work and holidays and have a recommendation to update the Hours of Work and Holiday Policies effective November 16, 2017. Staff also reviewed the administrative policy entitled Sick Leave Purchase. The effective date of this change would be November 16, 2017. Staff recommends are listed below.

**Proposed Changes:**

**Holiday**

The County will observe the same holidays as the Commonwealth of Virginia unless revised by the County Board of Supervisors.

**Hours of Work**

Change the deadline for timesheet submittal to the Finance Department.

**Sick Leave Purchase**

Currently, employees are ONLY allowed to purchase one work week of sick leave/PTO to fund HSA accounts. Staff is recommending that employees now be allowed to purchase one work week of sick leave/PTO every other year to fund HSA accounts.

Please place on the Board of Supervisor's agenda the review and adoption of the changes. I am available at your convenience to discuss further.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 15<sup>th</sup> day of November, 2017:

Present:

Vote:

William A. Robertson, Jr., Chairman  
Donald R. Hunter, Vice-Chairman  
Alan R. Carmichael  
Hugh G. Mumford  
T. J. Webb

A-6

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 20.1 ENTITLED *HOURS OF WORK*; SECTION 21.1 ENTITLED *HOLIDAYS*; AND SECTIONS 300.1 AND 300.2 ENTITLED *SICK LEAVE PURCHASE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that verbiage of existing policy entitled *Hours of Work*, Section 20.1 requires a modification; and,

WHEREAS staff is requesting that the existing policies entitled *Holidays*, Section 21.1; be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that verbiage of existing Administrative policy entitled *Sick Leave Purchase*, Sections 300.1 and 300.2 requires a modification; and,

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 15<sup>th</sup> day of November, 2017 does hereby amend the Prince George County Personnel Policy by revising policies entitled Hours of Work, Holidays, and Sick Leave Purchase as requested.

A Copy Teste:

\_\_\_\_\_

Percy C. Ashcraft  
County Administrator

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 21.1	Page 1 of 1
	<b>SUPERSEDES:</b> 20.1 dated 01/01/12	<b>DATE ISSUED:</b> July 1, 2012
<b>SUBJECT:</b>  Holidays	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors May 8, 2012; to become effective May 8, 2012	

## 21.1 Holidays

~~Eligible full-time employees are entitled to the following paid holidays per year:~~

<del>New Year's Day</del>	<del>January 1</del>
<del>Lee/Jackson Day</del>	<del>Friday preceding third Monday in January</del>
<del>Martin Luther King Day</del>	<del>Third Monday in January</del>
<del>President's Day</del>	<del>Third Monday in February</del>
<del>Memorial Day</del>	<del>Last Monday in May</del>
<del>Independence Day</del>	<del>July 4</del>
<del>Labor Day</del>	<del>First Monday in September</del>
<del>Columbus Day</del>	<del>Second Monday in October</del>
<del>Veteran's Day</del>	<del>November 11</del>
<del>Thanksgiving Day</del>	<del>Fourth Thursday in November</del>
<del>Day after Thanksgiving</del>	
<del>Christmas Eve</del>	<del>December 24</del>
<del>Christmas Day</del>	<del>December 25</del>
<del>Such other days as the Board of Supervisors may designate</del>	

~~The County Board of Supervisors will observe the same holidays as the Commonwealth of Virginia unless revised by the County Board of Supervisors sets holidays and determines when they will be observed. If a holiday falls on Saturday, it may be observed on the Friday preceding. If it falls on Sunday, it may be observed on the following Monday. Holidays will be regarded as 8 hours per holiday for 40 hour/week employees (a total of 108 hours per year) and 12 hours per holiday (a total of 156 hours per year) for EMT/Firefighter on a 24-hour shift schedule. Holidays will be regarded as 4 hours per holiday for part-time regular employees. (a total of 54 hours per year).~~

Exempt employees, who have been called on to work a designated County Holiday or Administrative closing, or have received previous authorization to do so, shall receive hour-for-hour holiday/administrative leave to be taken during the same calendar year as earned.

~~All employees who are not required to work (including those on scheduled days off) will receive their regular rate of pay for normal daily scheduled hours provided that this payment shall not apply in cases of unauthorized absence or unauthorized use of sick leave on either or both of the employee's last scheduled day before the holiday and/or his/her first scheduled work day after the holiday.~~

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 20.1	Page 1 of 1
	<b>SUPERSEDES:</b> 20.1 dated 01/01/06	<b>DATE ISSUED:</b> December 16, 2007
<b>SUBJECT:</b>  Hours of Work	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 11, 2007; to become effective December 16, 2007	

## 20.1 Hours of Work

The County Administrator establishes the hours of work for all departments of the County, depending on the functions and operations involved. Sunday through Saturday is considered the standard workweek. Normal office hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday.

Job responsibilities differ between departments, thus, weekly work schedules may also vary. With the County Administrator's approval, flexible work schedules may be utilized within the standard workweek as long as the standard hours in a workweek, typically 40 hours, are not altered. Work periods, allowed by FLSA Section 207(k), are utilized to schedule law enforcement officers and firefighters.

Each employee is required to maintain a weekly record of hours worked, to be submitted to his/her supervisor or Department Director at the end of each work period. Time sheets must be submitted in accordance with the pay calendar deadline that has been established by the Finance Department. ~~to the Department of Finance within three (3) work days following the last day of the time sheet period.~~ Failure to keep, or falsification of, the record of hours worked shall be grounds for disciplinary action.

Employees must utilize their lunch period during the designated hours unless prior approval is received by the Department Director.

<b>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 300.1 through 300.3	Page 1 of 1
	<b>SUPERSEDES:</b> May 5, 2016	<b>DATE ISSUED:</b> May 24, 2016
<b>SUBJECT:</b>  Sick Leave Purchase	<b>AUTHORIZATION:</b> Percy C. Ashcraft, County Administrator	

### 300.1 General Provisions

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

### 300.2 Sick Leave Purchase

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 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 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.

# Commonwealth of Virginia 2017 Pay and Holiday Calendar

## State Holidays

- January 2**  
New Year's Day (observed)
- January 13**  
Lee-Jackson Day
- January 16**  
Martin Luther King, Jr. Day
- February 20**  
George Washington Day
- May 29**  
Memorial Day
- July 3**  
8 hours additional holiday time
- July 4**  
Independence Day
- September 4**  
Labor Day
- October 9**  
Columbus Day
- November 10**  
Veterans Day (observed)
- November 22**  
4 hours additional holiday time
- November 23**  
Thanksgiving
- November 24**  
Day After Thanksgiving
- December 22**  
4 hours additional holiday time
- December 25**  
Christmas
- December 26**  
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

- Denotes Payday
- Denotes Holiday
- Denotes Additional Time Off  8 hrs  4 hrs
- Denotes Payday on Holiday or Time Off

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Virginia Department of  
HUMAN RESOURCE  
MANAGEMENT

## January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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## February

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## March

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## April

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## May

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## June

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## July

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## August

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## September

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## October

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## November

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24	25	26	27	28	29	30
31						

# Commonwealth of Virginia 2018 Pay and Holiday Calendar

## State Holidays

- January 1**  
New Year's Day
- January 2**  
8 hours additional holiday time
- January 12**  
Lee-Jackson Day
- January 15**  
Martin Luther King, Jr. Day
- February 19**  
George Washington Day
- May 28**  
Memorial Day
- July 4**  
Independence Day
- September 3**  
Labor Day
- October 8**  
Columbus Day
- November 12**  
Veterans Day (observed)
- November 21**  
4 hours additional holiday time
- November 22**  
Thanksgiving
- November 23**  
Day After Thanksgiving
- December 24**  
8 hours additional holiday time
- December 25**  
Christmas
- December 31**  
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

- Denotes Payday
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## January

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## February

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## March

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## April

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## May

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## August

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## September

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## October

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## November

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## December

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