

**RESOLUTION AMENDING WKE COUNTY PERSONNEL CODE OF ORDINANCES 31.08,  
WORKDAYS AND ABSENCES**

**WHEREAS**, the Board of Commissioners maintains the right to modify its personnel ordinance and policy to affect a more desirable result for eligible employees; and

**WHEREAS**, such modifications are needed to clarify and codify the practices and guidelines regarding workdays and absences under Section 31.08 Workdays and Absences; and

**WHEREAS**, the County Manager shall be the County Personnel Officer and shall be responsible to the Commissioners for the administration and technical direction of the county's personnel program; and

**WHEREAS**, the County Manager has delegated the administration and technical direction of the county's personnel program to the Human Resources Director; and

**WHEREAS**, this ordinance should resolve all previous versions of Section 31.08 (D) Workdays and Absences;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of Wake County, North Carolina, that:

Effective December 1, 2023, Section 31.08 (D) of the Wake County Code of Ordinances, chapter 31 is hereby amended for the addition of the additional sick leave benefit which grants up to 60 days of additional sick leave to benefit eligible employees in their 5th, 10th, 15th, and 20th year of service with Wake County as set forth below:

**§ 31.08 WORKDAYS AND ABSENCES.**

(D) Sick leave. Sick leave is a privilege granted to probationary and regular county employees and may be used only in cases of personal illness, disability or related examination or treatment of an employee or his or her immediate family. Full-time (40-hour work period) employees shall earn sick leave at the rate of 480 minutes per calendar month or 12 days per year. Benefits-eligible employees will accrue prorated sick leave in direct proportion to the annual scheduled work hours at the time of the accrual. Sick leave may be granted and taken to allow an employee to attend a family member's funeral or to tend an ailing member of his or her immediate family. No employee may be granted sick leave in excess of the amount accumulated.

Effective December 1, 2023, Wake County also provides additional sick leave based on the total years of Wake County service. Benefit eligible employees will accrue additional sick leave based on total years of service in a Wake County benefit eligible position up to a maximum of 240 days. All other sick leave will accrue without a limit.

Additional Sick Leave	
Years of Service	Annual Contribution
5	60 days
10	60 days
15	60 days
20	60 days
<b>Total</b>	<b>240 days</b>

ADOPTED this the 20<sup>th</sup> day of November 2023.

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Shinica Thomas, Chair  
Wake County Board of Commissioners