

TOWN OF NOLENSVILLE  
P. O. BOX 547  
NOLENSVILLE, TENNESSEE 37135

RESOLUTION 06-03

**A RESOLUTION FOR AN ADDENDUM TO RESOLUTION #97-17, THE  
ADOPTION OF A PERSONNEL POLICY AND PROCEDURE MANUAL.**

WHEREAS, the Board of Mayor and Aldermen for the Town of Nolensville adopted by Resolution 97-17, on August 14, 1997, the Personnel Policies and Procedure Manual; and,

WHEREAS, the Board of Mayor and Aldermen have determined that in the best interest of the Town of Nolensville a Transfer of Sick Leave Policy should be implemented and made a part of the Personnel Policy and Procedure Manual.

NOW, THEREFORE, be it ordained by the Board of Mayor and Aldermen, that the Town of Nolensville Personnel Policy, Section V. Benefits, Sub-section D. Sick Leave, the following shall be amended to add: Transfer of Sick Leave Policy, which is attached hereto is hereby approved and adopted and shall become effective immediately following passage of this resolution.

**RESOLVED THIS 2<sup>nd</sup>** day of February, 2006.

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Charles Knapper, Mayor

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Cindy Lancaster, Town Recorder

Town of Nolensville Personnel Policy  
Section V. Benefits  
Sub-section D. Sick Leave

**Town of Nolensville Transfer of Sick Leave Policy**

The transfer policy is voluntary. Employees desiring to transfer sick leave to an eligible employee may do so, subject to the following provisions:

1. The recipient is defined as a full-time regular person employed by the Town of Nolensville who is entitled to accrue sick leave pursuant to the Town of Nolensville Personnel Rules and Regulations;
2. The recipient must be under the direct care of a licensed physician due to diagnosed long term injury or illness, the treatment requiring the employee to be absent from work more often than his accumulated sick leave time, vacation leave, and compensatory leave will allow;
3. The recipient's condition must be attested to by his/her physician in a statement submitted to the department head for approval by the Mayor, who shall have final authority over transfer requests;
4. No employee may transfer more than forty (40) hours in one calendar year, nor shall any transfer take place that would reduce an employee's accumulated sick leave below forty (40) hours;
5. An employee desiring to make such a transfer shall complete the confidential designated forms available in the Town Recorder's office. This request must be approved by the Department Head and Mayor before the transfer of sick leave can be initiated. The recipient of sick leave must sign a written acknowledgment that payment for said sick leave was received;
6. The sick leave days will be traded as equal days regardless of any differential in compensation rates for the two positions. The sick leave which is given by another employee is compensated at recipient employee's current rate of pay;
7. All sick days contributed are non-refundable and non-transferable;
8. Any employee who receives sick leave benefits through the use of fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the donating employees. Recipients found guilty of fraud shall be subject to disciplinary procedures up to and including termination of employment.