

County of Lancaster

Fulltime Benefit Overview



Employee Benefits

- Medical Insurance
- Prescription Drug Plan
- Dental Insurance
- Vision Insurance
- Life Insurance
- Voluntary Disability Insurance
- Voluntary Critical Care & Accident Insurance
- Health Care Spending Account
- Deferred Compensation

Additional Employee Benefits

- Direct Deposit
- Wellness Programs
- Credit Union
- Employee Recognition
- Employee Assistance Program
- Tuition Reimbursement

Vacation

Full-time employees qualify for vacation leave after six months of continuous employment as follows:

Years of Service	Annual Days Accrued	Monthly Accrual Rate
0 thru 5 years	10	.833
6 thru 10 years	15	1.25
11 thru 15 years	20	1.67
16 plus years	25	2.08

Personal Days

A full-time employee is permitted to use four (4) personal days per year. Personal Days are deducted from the accrued sick leave balance. There is no provision in County policy to advance Personal Days if there is an inadequate sick leave balance to cover the request. The supervisor or department head must approve Personal Day requests prior to usage. Personal Days may be used from the first fiscal pay period through the last pay period within the fiscal year. Unused Personal Days are not carried over to the next year and shall remain in the employee's sick leave accrual, designated as 'sick day(s).'

Sick Leave

Each full-time employee accrues one sick day each month, if he/she remains in a "pay" status for a minimum of eleven full days per month. Department heads may authorize up to ten consecutive workdays for sick leave. The employee may request FMLA after three days leave or Extended Medical Leave beyond the ten-day leave through the Office of Human Resources. Male employees

may use paid sick leave for the birth, adoption or placement for foster care of a child of the employee and to care for such child. Leave must be completed during the 12-month period following the birth or placement.

Family Care Leave

An employee may request a maximum of five days per fiscal year of earned sick leave to care for a member of his/her immediate family (spouse, parent, child, and sibling) with a health condition requiring the employee’s personal care and attention. A doctor’s certified note is required, if an employee uses three (3) consecutive ‘family care’ days.

Holidays

Typically, the County observes the following holidays:

New Year’s Day	Martin Luther King Jr. Day	Presidents’ Day
Good Friday	Memorial Day	Independence Day
Labor Day	Columbus Day	Veterans’ Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day

Bereavement A full-time employee may be granted up to four days of paid bereavement leave at the time of death of a relative based on the following schedule:

Relative	Bereavement Leave
Parent, Child, Brother, Sister, Spouse	Four days
Grandchild, Grandparent, Parent-in-Law, Son/Daughter-in-Law, any relative residing within the employee’s household	Three days
Aunt, Uncle, Niece, Nephew, Brother/Sister-in-Law	Two days
Any other relative	One day