

ARTICLE 27 - MILEAGE

Section 1: Employees required to use personal vehicles in the pursuit of proper and necessary County business will be reimbursed at the rate of reimbursement established by the Internal Revenue Service (IRS) less their usual work commute.

Section 2: All such personal car mileage shall be submitted on the proper travel voucher forms. Beginning and ending odometer readings are required on travel vouchers. All payments will be made in accordance with the "Travel Policy." NOTE: Traffic violations (fines) are the responsibility of the employees.

ARTICLE 28 - TUITION REIMBURSEMENT

Section 1: The County agrees to appropriate monies totaling \$15,000.00 annually (non-cumulative under State regulations) to provide tuition reimbursement to employees of Sussex County who intend to take a course which is clearly job related.

Reimbursement shall be based on the following schedule:

Grade of A- or better	100% tuition reimbursement
Grade of B, B+, B- or satisfactory completion:	50% tuition reimbursement
Grade of C, C+, C-:	25% tuition reimbursement

Section 2: To be eligible for the program, said employees must be full-time and permanent. The courses must be taken at an accredited institution approved by the Office of Employee Services.

The interested employee must submit a written request for approval and authorization prior to registration for course work on the proper form. The request must be presented to the employee's Department Administrator for initial approval and the Office of Employee Services for final approval and authorization. The employee will be notified as to the approval or disapproval of his/her application within two (2) weeks.

Section 3: Within four (4) weeks after completion of the course work, the employee shall submit to the Office of Employee Services, via his/her Department Administrator, certification for successful completion of course work on the proper form. This certification for successful completion contains a statement to be completed by the accredited institution as evidence of successful completion and expenses. Payments will be made to the employee after approval by the Office of Treasury and after the employee has completed and signed the proper voucher form.

Section 4: The tuition reimbursement program will be administered by the Office of Treasury and subject to any and all regulations as set by that office.

Section 5: The County shall provide a fifty percent (50%) reduction in tuition cost for employees taking courses at the Sussex County Technical School who present valid photo identification to the School. This 50% discount shall be applied before the tuition reimbursement described above is processed.

ARTICLE 29 - LEAVES OF ABSENCE

Section 1: Leaves of Absence include (a) Federal Family and Medical Leave (FMLA) and New Jersey Family Leave (NJFLA) in accordance with *inter alia* N.J.A.C. 4A:6-1.21A and N.J.A.C. 4A:6-1.21B and County policy relating to FMLA and NJFLA; and (b) personal leave which may include but is not limited to leaves for personal, business or educational reasons. Leaves of Absence under part (b) must be taken for a minimum of three (3) months. Leaves of Absence under part (a) may be taken for less than three (3) months, only when sought for a serious health condition and when an appropriate physician's certification is supplied to the division prior to taking leave. These leaves shall be provided consistent with applicable law and County policy

The Appointing Authority, with the approval of the Board of County Commissioners, may grant the privilege of a leave of absence, without pay, to an employee for a period not less than three months and not to exceed one year. This may be renewed for an additional period only by formal action of the Appointing Authority with a Resolution of the Board of County Commissioners.

Employees who fail to attend work as required (absent) and do not have leave time to charge for said nonattendance shall be "docked" for the lost time. When an employee has been "docked" for failure to attend work, said employee may be subject to discipline depending upon the cause of the absence.

Section 2: Maternity Leave of Absence: An employee shall notify the Office of Employee Services and Department Administrator at least 30-days prior to needing leave under the FMLA or FLA based upon giving birth to a child except in emergent circumstances. Said employee may request a maternity leave of absence without pay as aforementioned in Section 1.

A maternity leave of absence shall be for a period of not more than one year. The employee may elect to return at an earlier date, provided the employee shall be deemed medically fit to resume the duties and responsibilities of her position.

Section 3: Military and all other leaves shall be granted in accordance with N.J.A.C. 4A:6-1 et. seq., "Leaves of Absence."

Section 4: An employee on any type of leave of absence shall be responsible for the employee's share of pension and contributory insurance. Such premiums shall be deducted from the employee's paycheck upon certification from the Division of Pensions provided the employee has completed and filed the appropriate purchase of service credit form.