

## MEMORANDUM

DATE: June 9, 2020

TO: The Board of Supervisors

FROM: Patrick O. Teague, Director of Human Resources

SUBJECT: Revisions to Chapter 5 of the James City County Personnel Policies and Procedures Manual

---

To remain current with benefits best practices, we must periodically make adjustments to our benefits package.

Staff proposes revisions to Chapter 5 of the James City County Personnel Policies and Procedures Manual to revise Section 5.5 Family and Medical Leave Act (FMLA) to change the eligibility period from 12 months during a consecutive fiscal year, to a rolling 12-month period measured backwards each time the employee uses FMLA leave.

A copy of the proposed changes is attached.

Staff recommends approval of the proposed changes.

POT/md  
JCCCh5Revis-mem

Attachments