These minutes are pending legislative approval and are subject to change until approved.

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Work Session Minutes
Tuesday, July 28, 2026

The Board of Davis County Commissioners met for a scheduled meeting at 8:30 AM on July 28, 2026, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk's Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

ROLL CALL

Chair Bob Stevenson
Vice Chair Lorene Kamalu [gone from 9:25-9:26 AM]
County Clerk Brian McKenzie
County Controller Scott Parke
Chief Deputy Civil Attorney Neal Geddes [arrived at 9:00 AM]
Human Resources Director Shawn Choate
Controller's Office Jordan Tilley
Health Director Brian Hatch
Community and Economic Development (CED) Director Kent Andersen
CED Planning Manager Jeff Oyler
CED Transportation Manager David Mitchell
Deputy Clerk Solana Guest
FrontRunner 2X Project Gray Thomas
FrontRunner 2X Project Braden Andersen
FrontRunner 2X Project Ryan Kitchen
Stacy Witbeck Contractor Cory Sargent
Resident Bret Millburn

ABSENT

Commissioner John Crofts

AGENDA ITEM

1 8:30 AM - 8:53 AM
#2026-718. Presentation of the Utah Transit Authority (UTA) and Utah Department of Transportation (UDOT) FrontRunner 2X Project - *recommended by Bob Stevenson, Davis County Commission Chair, Commissioners' Office*

Braden Andersen, FrontRunner 2X Deputy Director, led the discussion on the FrontRunner 2X Project, one of the first major joint projects between UTA and UDOT. He started by showing a video [see Attachment A3] that illustrated how adding more FrontRunner trains could not increase the frequency of train arrivals, since the Frontrunner currently utilizes a one-track system along most of the route. He explained that the project will implement strategic double tracking to decrease wait times between trains from 30 minutes to 15 minutes during peak hours, and from 60 minutes to 30 minutes during off-peak times. The project's purpose is to address current ridership being at 90% capacity, improve reliability, increase transportation choices, and outperform I-15 travel times by the year 2050 [see Attachment A5]. Braden noted that the project includes 11 double track sections, a new station in Bluffdale to support the Point project, 10 new train sets, and a new maintenance facility near the Beck Yard Station [see Attachment A6]. He stated that design and environmental studies are concluding, allowing construction to begin next year and finish by 2030 [see Attachment A8]. In the County, the project will feature 3.8 miles of double tracking north of Clearfield, 2.5 miles of double tracking north of Woods Cross, 1.8 miles of double tracking and the new maintenance facility at Beck Yard that will overlap the County line into Salt Lake County [see Attachments A9-14]. Addressing concerns raised by Kent Andersen, CED Director, and Bret Millburn, Braden assured that careful planning is going into the construction in Woods Cross to avoid closing consecutive grade crossings, and construction in North Salt Lake will be heavily coordinated with the I-15 Beck Street project, and highlighted that the current bridge construction in Clinton was designed with consideration to the FrontRunner 2X Project. He noted that there will be a two-month road closure for Barton Creek and Stone Creek near 500 South and 1600 North Pages Lane for irrigation work under the roads due to the two canals. Ryan Kitchen, Transit Designer for the FrontRunner 2X Project, clarified that the closure will likely be happening this winter, and Braden added that the timing is in coordination with the I-15 project. Commissioner Stevenson acknowledged that Adam Wright, Public Works

Director, has been in communication with the project team to mitigate concerns about long-term effects the project would have, and Ryan explained that the design has undergone several changes to alleviate the concerns and that "it's on a good path now."

[15:00] Braden transitioned to talking about the new maintenance facility, that will be just east of the Beck Yard section of the track and is being built by the contractor Big D, is currently at 30% design, and will function alongside the existing Warm Springs facility. Director Andersen requests that his department be kept up-to-date on infrastructure improvements throughout the County, and Braden agrees to coordinate with them. During construction, Braden explained that quiet zones will remain active, with train horns used only minimally for worker safety. Grey Thomas, FrontRunner 2X Project Public Involvement Lead, detailed proactive public involvement efforts, including digital newsletters and coordination meetings with local cities in the County. Commissioner Stevenson asked if they had received any pushback from Utah County, and Grey responded that another person handled the property acquisition for the project in that County and would be more familiar with the proceedings. Director Andersen asked about full electrification plans for the future, and Braden responded that while it is being considered in the long-range plans, the new trains for this project will be hybrid vehicles.

2 8:53 - 9:28 AM

#2026-732. A Work Session to Discuss Proposed Financial Policies and Cost Allocation Changes - *recommended by Scott Parke, County Controller, Jordan Tilley, Contract & Grant Administrator, Controller's Office*

[23:30] Scott Parke, County Controller, led the majority of the discussion on Item #2, which focused on proposed financial policy changes intended for the 2027 budget [see Attachment B]. He stated that policies for purchasing cards, fleet vehicles, capital assets, and the purchase of alcohol were ready for Commission approval, but that he wanted to finalize other proponents previously addressed, and discuss new ones. Controller Parke proposed updating the cell phone policy to eliminate tiered allowances in favor of a single $40.00 flat monthly rate for the limited number of employees (estimated at less than 10) who meet strict IRS criteria, while rolling all existing allowances into employees' base pay for 2027 [see Attachment B3]. Director Andersen noted that $40.00 per month would not cover the cost of a phone, and Controller Parke clarified that it is only meant to cover the incremental cost of business use, not an entire cell phone bill. Brian Hatch, Health Director, asked if someone whose allowance is rolled into their base pay could also apply for the $40.00, Controller Parke explained that they would prevent "double-dipping." Director Hatch then asked if the County could distribute its own emergency on-call phones, which Controller Parke confirmed is still allowed under the policy.

[28:30] Turning the discussion towards mileage reimbursement, Controller Parke explained that the initial proposal included two separate rates depending on the availability of a County fleet vehicle: 20.5 cents per mile (the IRS moving rate) if a fleet vehicle was available and the employee chose to drive their own car, and 72.5 cents if no County vehicle was available. However, following Commission feedback that it is often cheaper to rent a vehicle for longer trips (such as traveling to St. George) rather than paying the full 72.5 cents per mile, Controller Parke proposed averaging the two rates. The new proposed policy sets a single flat rate of 46.5 cents per mile, which roughly approximates the cost of a rental car and gas [see Attachment B4]. This rate will apply regardless of whether a County fleet vehicle is available, though individual departments can still enforce stricter internal policies that mandate the use of fleet vehicles. Controller Parke acknowledged Commissioner Kamalu's observation that the County might lose some savings when employees choose personal vehicles over available fleet vehicles, but explained that the County currently lacks the infrastructure to accurately track fleet vehicle availability. He emphasized that the extra administrative work required to verify availability wasn't worth it, stating he didn't want to "spend dollars to save pennies." Moving forward, this single rate will be updated annually every January by averaging the two new IRS rates for that given year.

[31:30] Controller Parke then presented changes to cost allocations, proposing that General Fund overhead costs, such as HR, accounting, and legal services, be allocated to departments based on measurable metrics, to comply with State and Federal guidelines [see Attachment B5]. Neal Geddes, Chief Deputy Civil Attorney, raised concerns that allocating legal costs might violate statutory requirements and deter departments from seeking necessary legal advice out of fear of exceeding their budgets. Director Andersen echoed the concern, stating that his department needs access to legal advice whenever necessary. Controller Parke clarified that departments would not be billed hourly; instead, allocations would be based on a long-term level of effort, such as a five-year rolling average. Commissioner Stevenson stated that he was uncomfortable with the proposition, and suggested meeting with Controller Parke, Human Resources (HR), and Legal before moving forward, to which Controller Parke agreed to do. Director Hatch expressed concern that flat allocations can exceed the indirect cost caps allowed on grants, causing a direct cut to services when budgets are reduced to cover the allocation. Controller Parke acknowledged the nuance of this issue but stressed the need for a consistent methodology that aligns with state and federal guidelines, offering to bring back a detailed plan showing exactly how the new methodology will impact department budgets.

[43:05] Moving to the budget policy, Controller Parke proposed removing outdated software instructions and establishing a recommended fund balance reserve of two to four months of operating expenditures [see Attachment B6]. When Commissioner Stevenson asked what the total dollar figure would be, Controller Parke estimated it at $16 million to $32 million for the General Fund. Commissioner Stevenson then asked about how a future Commission would know when to make adjustments if the financial "plane is heading down." Controller Parke explained that this recommended range will serve as an early warning signal in the County's five-year projections, prompting discussions when the balance dips below $16 million. Commissioner Kamalu added that the topic is widely misunderstood by the public and even some Commission candidates, noting that the County's budget became unbalanced due to an increased cost of living and the decrease in the fund balance, not due to governmental over-spending. Controller Parke emphasized the importance of distinguishing between ongoing revenues and one-time funding to ensure the ongoing budget remains properly balanced, applauding the Health Department for doing this exceptionally well. He concluded by clarifying that the redefined Budget Advisory Committee will act strictly as an advisory group to the Commission, vetting requests and providing helpful information, and its membership will now include a Civil Attorney representative [see Attachment B7].

[49:51] Jordan Tilley, Contract and Grant Administrator from the Controller's Office, took the last talking point of Item #2 to outline the new purchasing thresholds [see Attachment B8]. He stated that the micro-purchase limit would be raised from $5,000.00 to $15,000.00 for a single order—or under $50,000.00 cumulatively per year with a single vendor—to better align with Federal standards. The mid-tier range, which requires three written quotes, was expanded to cover purchases between $15,000.00 and $150,000.00. Jordan noted that while this may seem high, it is still well below the national threshold, which currently sits at $350,000.00. For any purchases exceeding $150,000.00, departments will be required to meet with Legal and purchasing staff to determine the most effective procurement route, utilizing newly structured tools like a simplified Request for Proposal (RFP), an invitation to bid, or the best value justification rather than defaulting solely to a traditional RFP. Director Hatch asked about how multi-year contracts exceeding $150,000.00 total are evaluated, and Jordan responded that they look at the overall cumulative amount of the contract and will sit down with the department to find the best procurement route on a case-by-case basis. Controller Parke said that the threshold could be adjusted as needed, but wanted to start at $150,000.00 and evaluate from there. Commissioner Kamalu briefly discussed how these updates address uniform guidance and Federal rule changes recently covered at a National Association of Counties conference.

3 9:28 - 9:37 AM
#2026-753. A Work Session to Review the Proposed Changes/Updates to the Leave Benefits Employee Policy - *recommended by Shawn Choate, Director, Human Resources*

Item #3 was presented by Shawn Choate, Human Resources Director, who reviewed proposed updates to the leave benefits employee policy [see Attachment C]. She outlined that Administrative Officers could offer 40 hours of incentive vacation to new hires upfront without needing Commission approval, which helps attract candidates with high accruals at their current jobs, thus streamlining the process. She highlighted proposed changes to the County's leave benefits policy, with several notable updates regarding the Family Medical Leave Act (FMLA). First, she noted that domestic partner language has been moved forward into the FMLA eligibility criteria. She also introduced changing the FMLA time calculation from a forward-counting calendar year to a 12-month rolling look-back period. Under the previous system, an employee could manipulate the rules by taking up to 12 weeks of leave at the end of one year and another 12 weeks at the start of the next year, resulting in up to five months of continuous absence. The rolling look-back period prevents this system manipulation while maintaining standard legal requirements.

[1:02:20] Additionally, Director Choate explained that employees taking FMLA will be required to exhaust their sick leave, but they will be allowed to keep up to 40 hours of vacation and 24 hours of personal preference time. This change ensures that employees recovering from a serious health condition aren't penalized by having zero paid time off left for the holidays. Director Hatch expressed that managing leave without pay and unbillable leave—such as combined FMLA and parental leave—creates major financial problems for grant-funded County departments. Because these departments rely on contract reimbursements, they do not have free tax dollars to cover unworked, unbillable leave. To address this, Controller Parke suggested exploring an increase to the County's termination pool used to cover leave payouts when employees retire or terminate.

He suggested that by increasing the pool, the County could use it to cover catastrophic leave as well, making it an allowable charge under federal grants that could help insure grant-funded departments against the budget impacts of losing an employee to an extended leave.

MEETING ADJOURNED

The meeting adjourned at 09:37 AM.

ATTACHMENTS

All publicly distributed materials associated with this meeting are noted as the following attachments:

1. A1-16: FrontRunner 2X Project
2. B1-8: Policy Changes 2026-07-20
3. C1-4: Policy Revision - Leave Benefit Final Draft

Minutes Prepared by:	Minutes Approved on:
Solana Guest	08/11/2026
Deputy Clerk	

Jessy Turner for	Bob Stevenson
Jessy Turner for (Aug 12, 2026 13:10:27 MDT)	Bob Stevenson (Aug 12, 2026 13:03:44 MDT)
Brian McKenzie	Bob J Stevenson
Davis County Clerk	Commission Chair

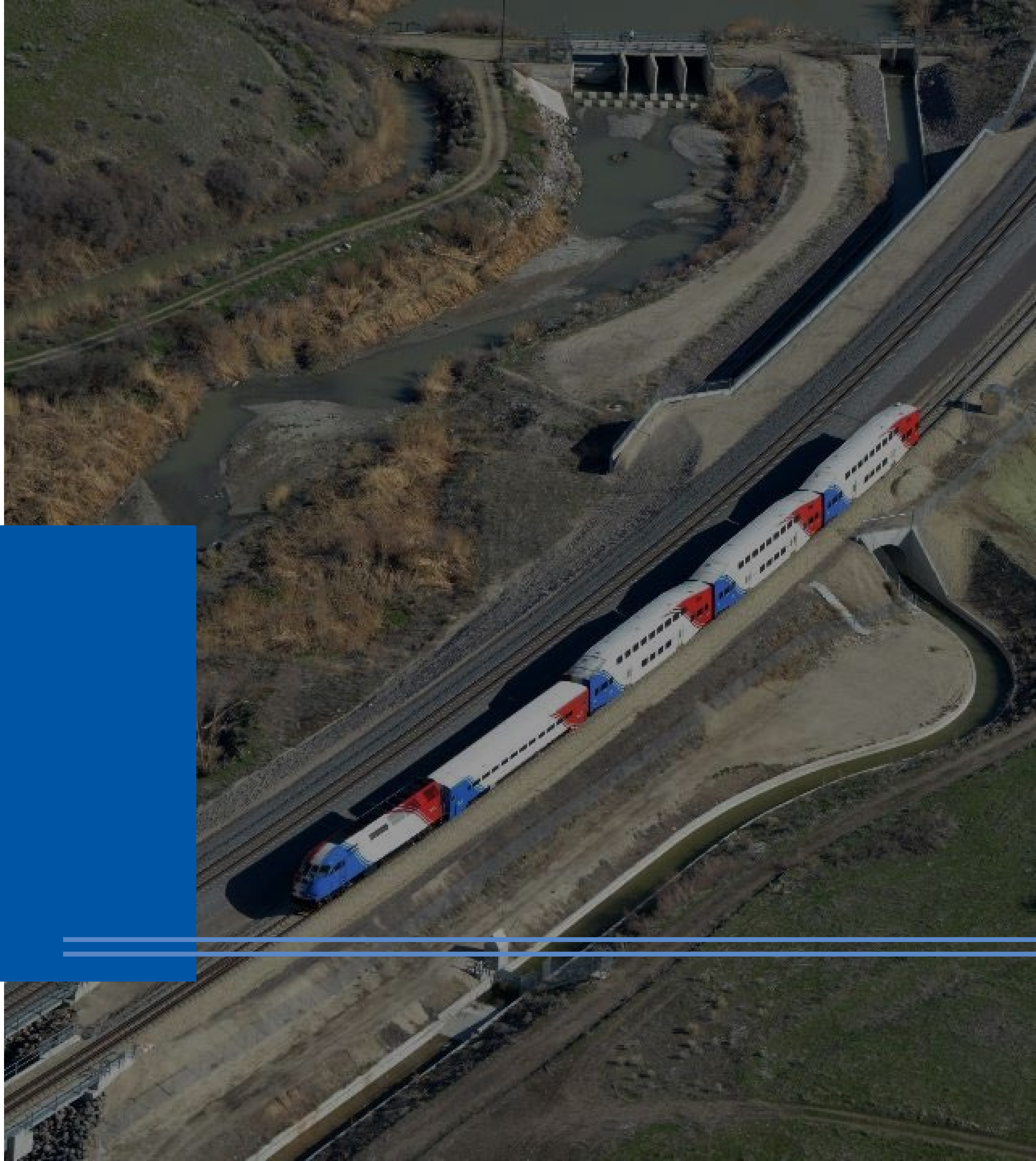
STATE OF UTAH
DAVIS COUNTY

FrontRunner 2X

UTA UDOT

Davis County Commission Meeting

July 28, 2026



Project Team

UTA SM | UDOT Keeping Utah Moving

Why Strategic Double Tracking?

A3

Project Purpose

- Ridership is at 90% capacity in the peak hour peak direction
- Doubles (2X) train frequency on the existing FrontRunner corridor to reduce congestion and increase ridership

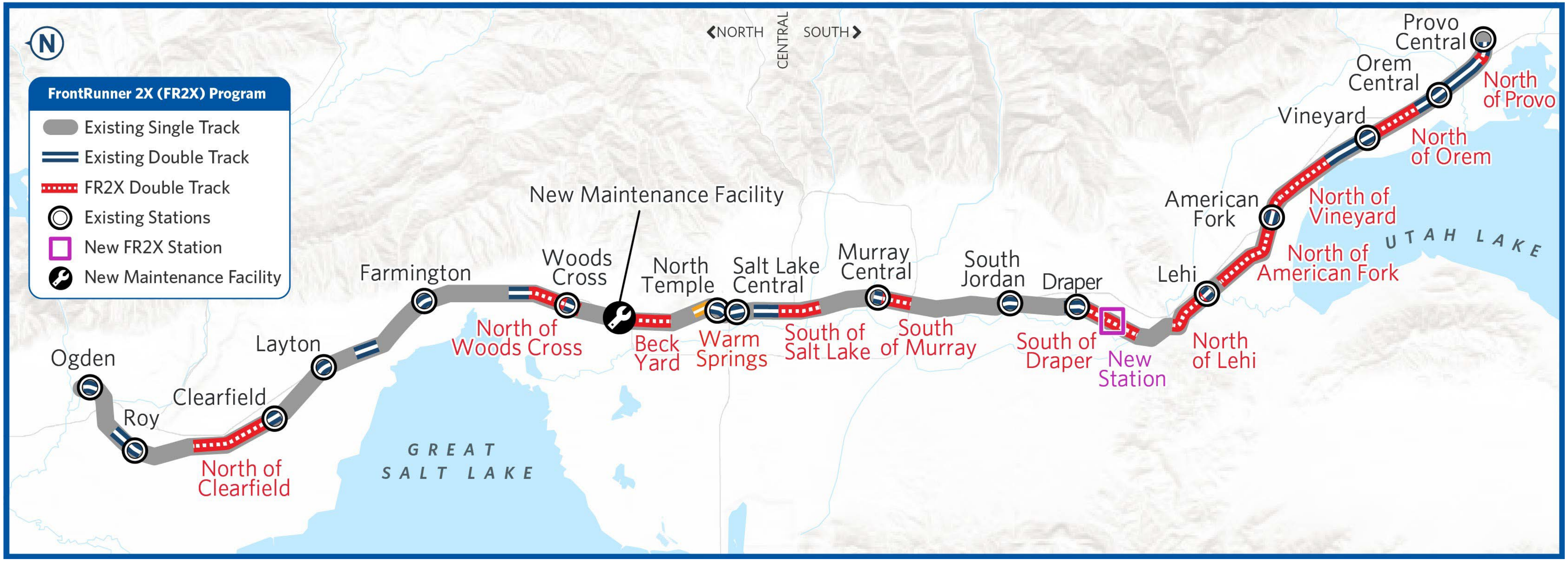
Project Benefits

- Increased Frequency
  (15-minute peak, 30-minute off-peak)
- Increased Ridership
  (53% increase)
- Improved Reliability
- Increased Choice
  (17% faster than I-15 by 2050)
- Supports Economic Development

FrontRunner 2X Improvements

- 11 Double Track Sections
- 1 New Station
- 1 Track Realignment
- 10 New Trainsets
- Maintenance Facility

Project Map



FRONTRUNNER 2X

Project Timeline

2023 - 2024

- Progressive Design-Build Request for Proposal
- Progressive Design-Builder Selection
- Start of Preconstruction
- Start of Environmental Study

2025 - 2026

- Environmental Study Completion
- Design and Preconstruction
- Final Design
- Train Procurement

2027 - 2030

- Construction
- Train Manufacturing, Delivery, and Testing
- Federal Grant Approval*

*Expected 2027

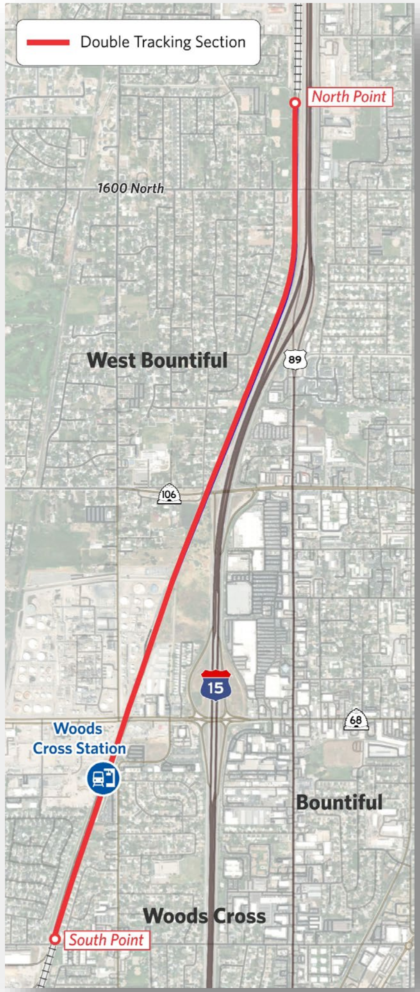
2030

- Construction Substantial Completion
- New Vehicles Testing and Start of Operation
- 15-minute Peak Service

Schedule is dependent on federal grants

Davis County Overview

North of Clearfield Section



North of Woods Cross Section

Beck Yard Section

FRONTRUNNER 2X

North of Clearfield Section Design Overview

North Point: 2300 North, Sunset

South Point: Clearfield Station

Length: 3.8 mi

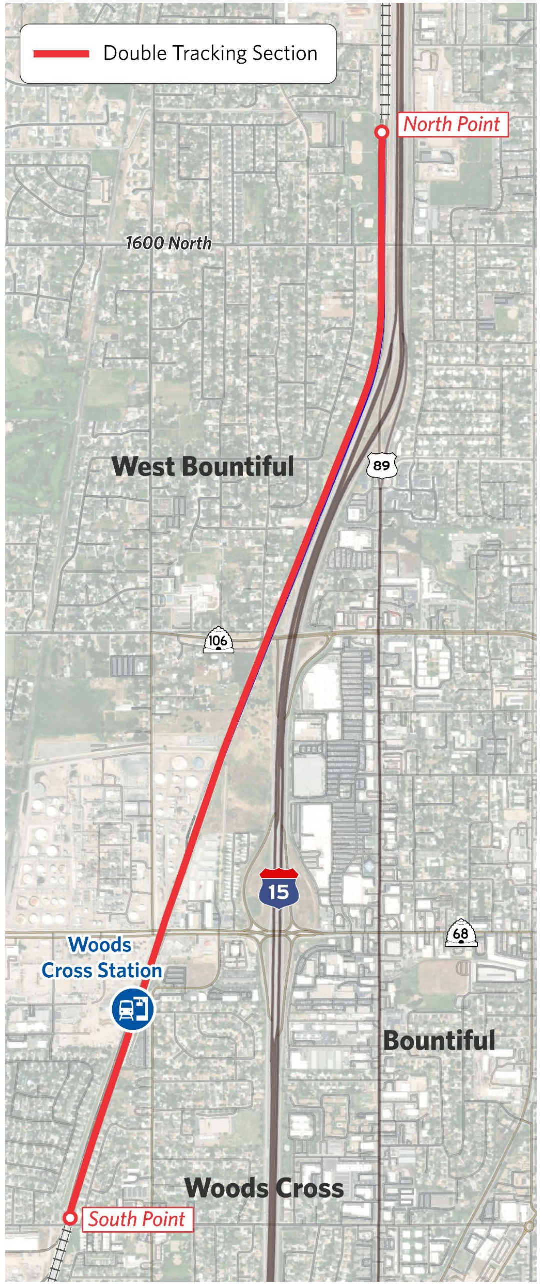
FRONTRUNNER 2X

North of Woods Cross Section Design Overview

North Point: 2050 North, West Bountiful

South Point: 1500 South, Woods Cross

Length: 2.5 mi



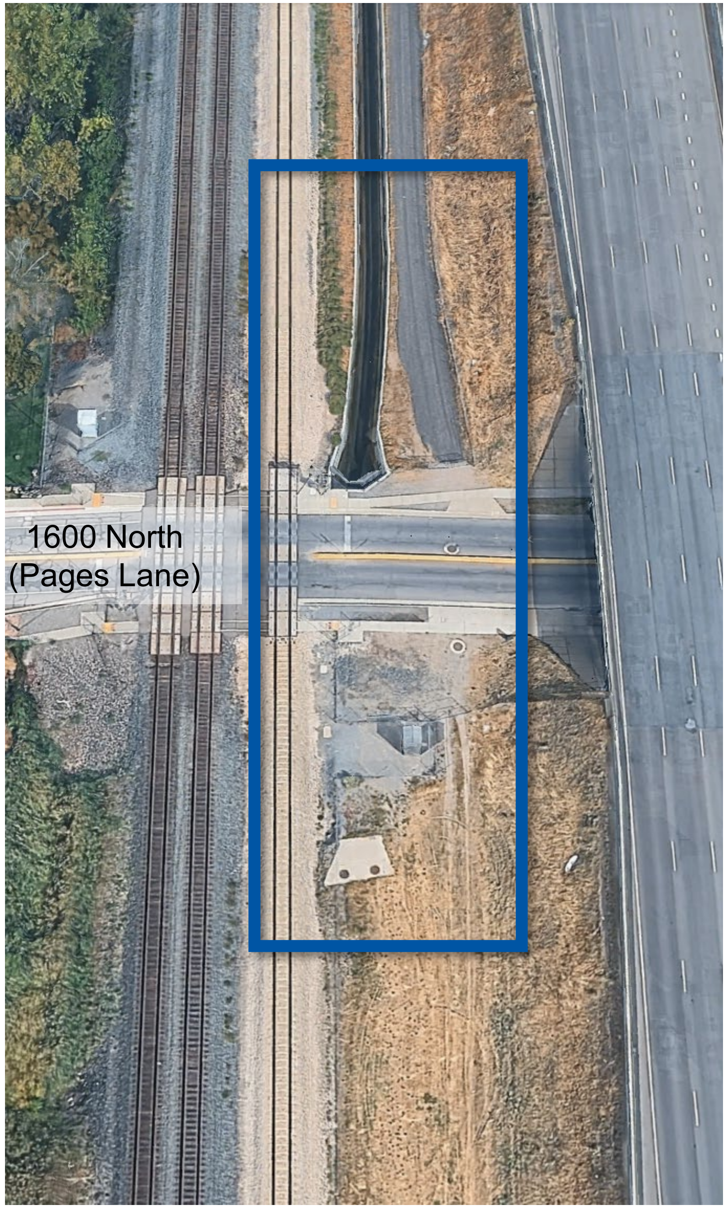
FRONTRUNNER 2X

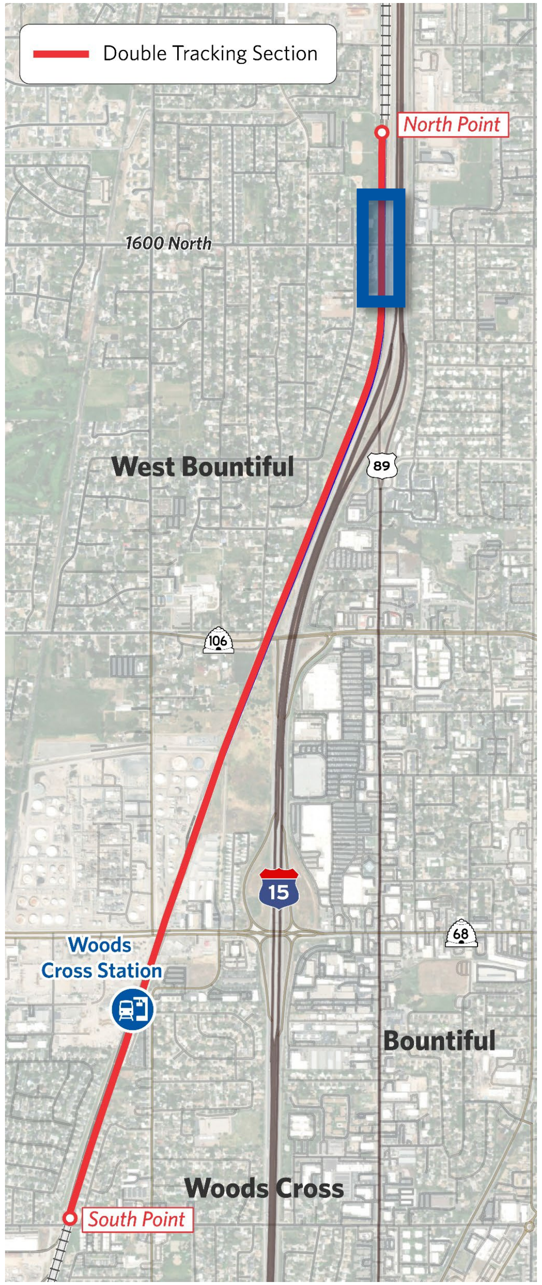
Notable Items

Barton-Stone Creek Relocation

Temporary Full Road Closure

- Pages Lane
  (approximately two months)





FRONTRUNNER 2X

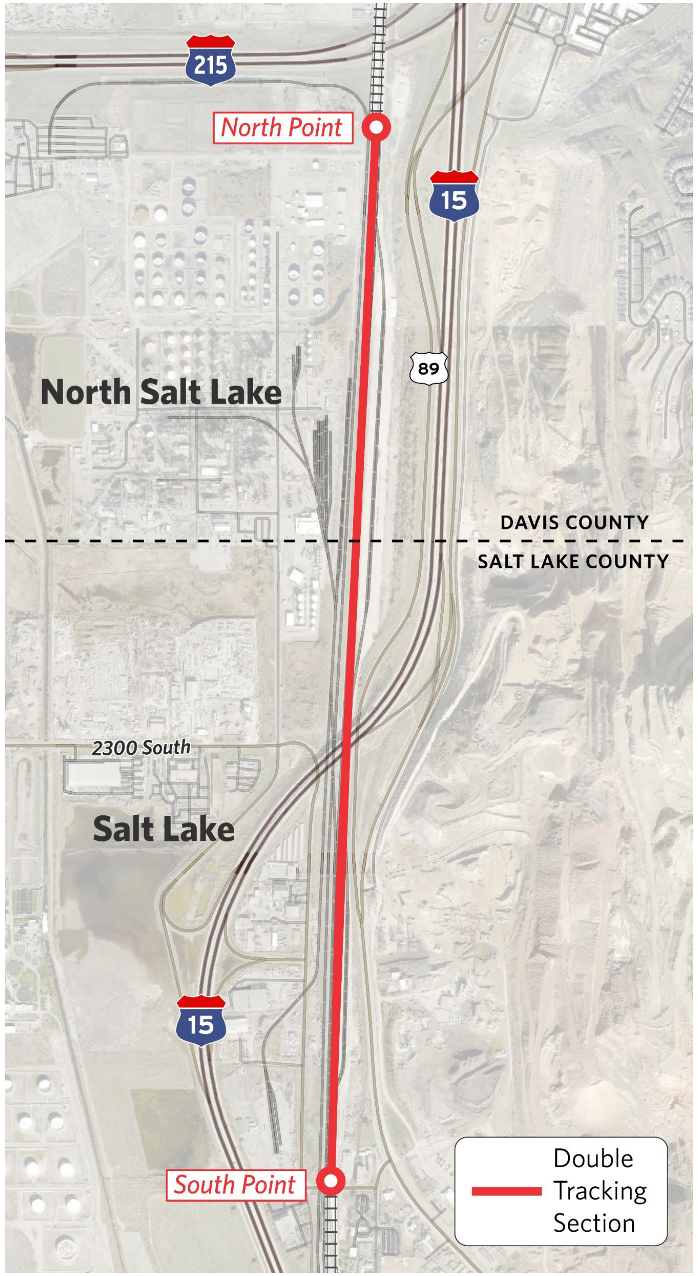
Beck Yard Section Design Overview

North Point: I-215 overpass, North Salt Lake

South Point: 1800 North, Salt Lake City

Length: 1.8 mi

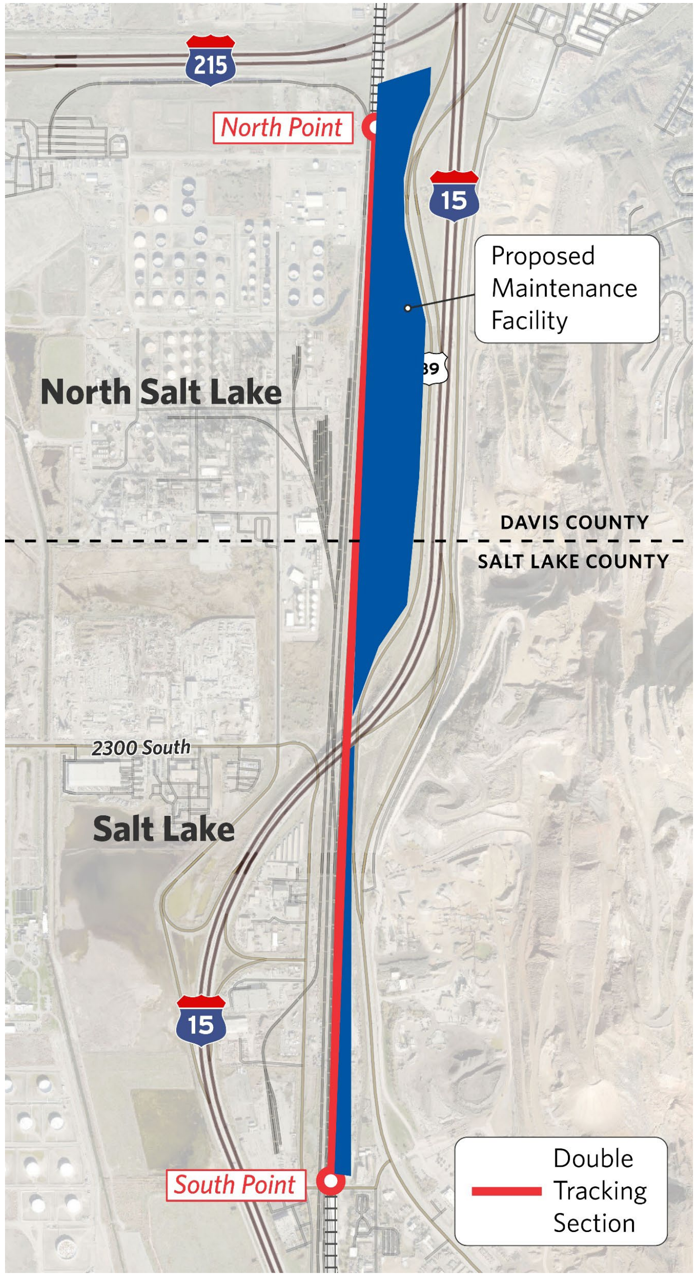
About 4,260 feet of the Beck Yard Section is within the boundaries of North Salt Lake in Davis County.



FRONTRUNNER 2X

Beck Yard Maintenance Facility

- A new maintenance facility will be constructed east of the track to service the new FrontRunner trainsets
- The facility will be on the border of Davis County and Salt Lake County



FRONTRUNNER 2X

Quiet Zones

- Quiet Zone status is granted by the Federal Rail Administration
- Quiet Zone status will remain during and following construction
- Trains are required to use horns near construction areas for safety

FRONTRUNNER 2X

Stay Informed

Website: FrontRunner2X.utah.gov

Email: FrontRunner2X@utah.gov

Phone: 888-882-0373

Proposed Policy Updates

JULY 2026

Davis
COUNTY

Policies for Consideration

Ready for Approval	Need to Finalize	To Discuss
Purchase Cards	Cell Phones	Purchasing
Fleet Vehicles	Transportation	Allocations
Capital Assets		Budgets
Purchase of Alcohol		~~Travel and Related Expenses~~

Davis COUNTY

Cell Phones

- Current
  - Standard Voice - $30 per month
  - Voice and Data - $60 per month
- Proposed
  - Single rate of $40 per month

- Roll existing allowances into base pay for 2027

Davis COUNTY

Mileage Reimbursement

- **Current Draft**: Two rates depending on if a County Vehicle was available (either 72.5¢ or 20.5¢)
- **Proposed Update**: One single rate no matter if a vehicle was available or not. Based on the average of the two IRS rates (e.g. 46.5¢ per mile)

Davis COUNTY

Allocations

- Adds section for General fund overhead costs (HR, accounting, legal services, etc.) to be allocated to other funds based on a reasonable methodology.
- Pulls out specific procedures and accounting system information.

Davis COUNTY

Budget Policy – Governance Updates

- **Policy vs. Procedure Shift**: Removed software-specific instructions.
- **Fund Balance Reserve Targets:** Recommending a Fund Balance Reserve of 2 to 4 months of operating expenditures.

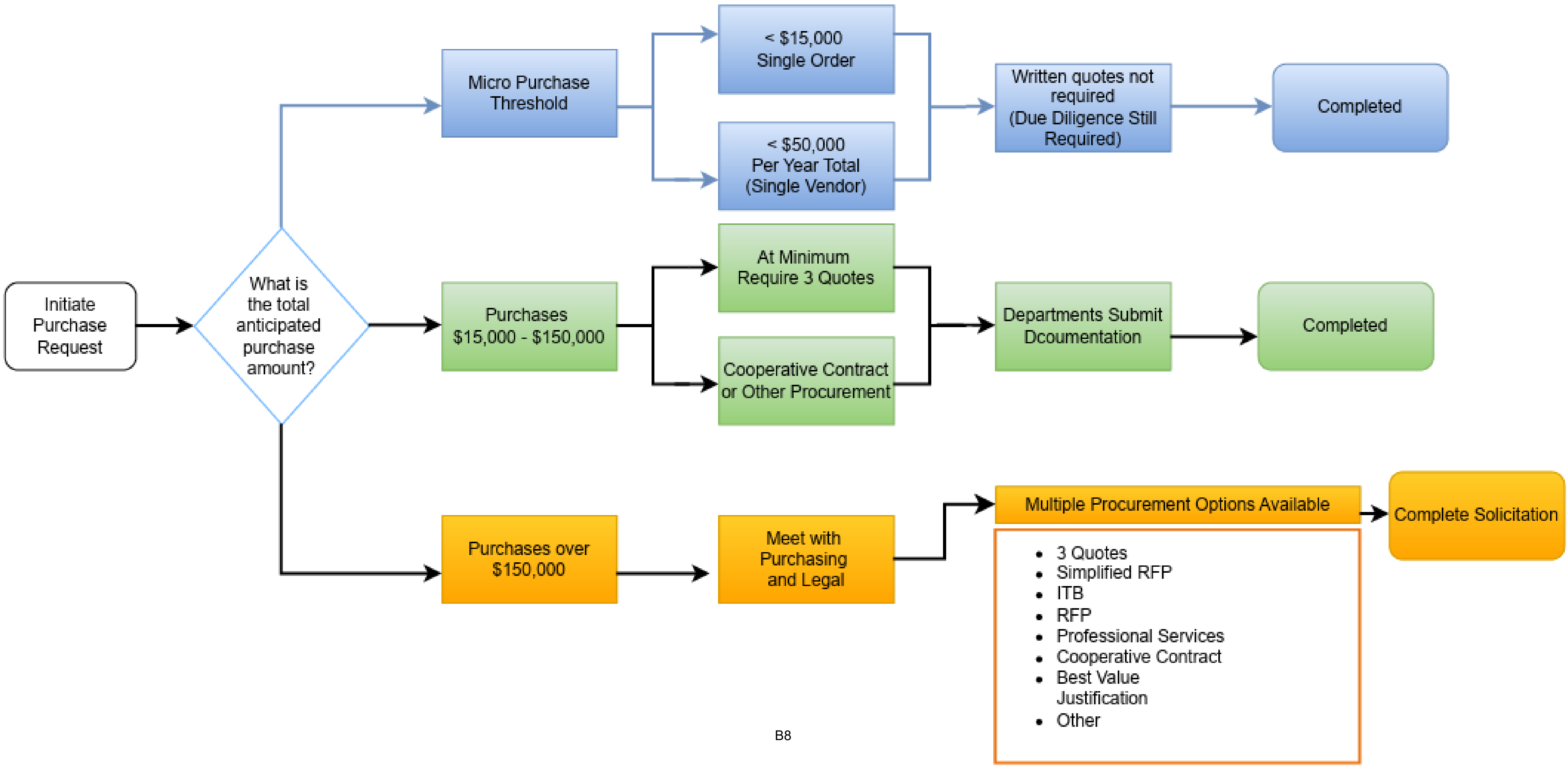
Davis COUNTY

Budget Policy – Fiscal Controls

- **Formalized Budget Advisory Committee:** Redefined as a technical expert group (Budget Officer, Civil Attorney, HR, and IS) tasked with vetting requests for fiscal accuracy, legal compliance, and operational feasibility before they reach the Board of Commissioners.

Davis
COUNTY

Purchasing Thresholds and Procurement Guidelines



LEAVE BENEFITS POLICY - REVISIONS: 07.2026

Subsection 02.02.0206 Vacation

Paid vacation is a benefit provided to leave-eligible employees. Each eligible employee will accrue vacation leave on a pay-period basis as indicated in the table below. Vacation leave does not accrue when leave without pay is granted.

Benefitted Years of Service	Hours Accrued Per Pay Period	Equivalent 8 hr Days Per Year
0-5 years (60 months)	4.00	13
6-10 years (120 months)	4.93	16
11-15 years (180 months)	5.85	19
16 years and over (>180 months)	6.77	22

1. Rehires: Former employees rehired will assume the same eligibility for vacation hours accrual they had before their termination.

2. Maximum Accumulation: Unused vacation leave may accrue up to a maximum of 360 hours (45 days) at the end of each year. After the processing of the last paycheck of the calendar year, any accrued unused vacation leave in excess of 360 hours will be forfeited.
3. Utilization: Employees are allowed to use vacation leave any time after it has been accrued, with supervisor approval. Employees are not eligible to take vacation leave in advance of the actual pay period accrual. Approval of vacation leave is to be determined by the supervisor by balancing the employee's requests and the needs of the department and of the County. Saturdays, Sundays, and holidays occurring during a period in which leave has been granted will not be charged against accrued vacation leave, except if the employee was scheduled to work that day.
4. Change in Status: When employees transfer from one County department to another, their accrued vacation leave credit is not forfeited. Employees whose merit status changes to part-time, or another position that is ineligible for vacation leave will have their vacation accruals paid out and their accrual rate frozen. If the employee returns to a merit status eligible to accrue vacation leave, the accrual rate will be reinstated.
5. Termination: Employees terminating from County service will be paid for their remaining balance of vacation leave, calculated at their rate of pay upon termination.
6. Vacation Incentives
    1. Recruitment Incentives: In some situations, ~~the Commission~~ an Administrative Officer may award an upfront one-time vacation allowance of up to 40 hours as a recruitment incentive. Any request for an upfront, one-time vacation allowance needs to be made as part of the hiring process. ~~Department Directors~~ Administrative Officers will contact their HR Business Partner for options and to initiate the approval process.

    2. Senior Administrator Incentive Vacation Leave. Senior administrators, including Director, Deputy Director, Assistant Director, and Chief Deputy, may receive an annual contribution of 80 hours of incentive vacation leave. This leave must be used each year, and remaining

balances do not carry forward at the end of each calendar year and are not paid out at termination.

Subsection 02.02.0217 Parental Leave

The County provides up to four weeks (per rolling calendar year) of paid parental leave for full-time employees who have been employed for at least six months at the time of the birth of their child, or the placement of a child under the age of 18 in their care through adoption or foster care. This leave benefit excludes the adoption of a grandchild or a spouse's child unless an exception is authorized by the employee's ~~Director~~ Administrative Officer and the Director of Human Resources.

Approved parental leave must be taken within one year of the birth, placement, or adoption. The leave time may be taken in intermittent ~~daily~~ intervals or in consecutive days/weeks. Parental leave time does not accrue balances, does not carry over, and is not paid out upon termination. This leave will run concurrently with any leave time taken pursuant to the Family and Medical Leave Act (FMLA leave).

Subsection 02.02.0218 Family Medical Leave

The Family and Medical Leave Act (FMLA) ensures eligible employees are provided job-protected leave for qualifying events and restored to the same or equivalent position upon return to work.

1. Definitions: The following definitions apply to Family Medical Leave:
    1. Eligibility for coverage
        1. An employee's spouse, parent, or child under the age of eighteen (18) who has a serious health condition.
        2. Covered Family Member – ~~An employee may receive Family and Medical Leave (FML) to provide care for a family member, as follows:~~ The employee's son or daughter who is eighteen (18) or more years old and who is incapable of self-care due to a mental or physical disability that limits one or more "major life activities" as defined under the Americans with Disabilities Act.
        3. Domestic Partner: Employees may take leave to care for a domestic partner's serious health condition. All eligibility requirements, entitlements, and protections will be treated the same as a spouse.
        4. For military exigency leave if the employee is the spouse, parent, son, or daughter of a military service member in the Regular Armed Forces, National Guard, or Armed Forces Reserves on active duty or on notice of an impending call to active duty in support of a contingency operation deployed to a foreign country.
        5. For military caregivers, the employee is the spouse, parent, son, daughter, or "next-of-kin" of a covered military service member with a serious illness or injury received in the line of duty while on active duty, including a covered veteran who was discharged other than dishonorably at any time during the five-year period prior to the first day of FML.
    2. Eligible Employee – An employee of Davis County who has met both of the following requirements:
        1. The employee must have worked for Davis County for at least 12 months. The 12 months need not be consecutive. Separate periods of employment will be counted if the employee's break in service does not exceed 7 years. However, separate periods of employment will be counted if the break in service exceeds 7 years due to military service.
        2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the requested leave date.
    3. FML Year – The FML year is a rolling calendar year ~~that will begin on the first day of FML and continue for 12 months~~. counted backwards from the immediate 365 days preceeding the date the FML time is taken.
    4. FML Year – Military Caregiver Leave - The FMLA provides military caregiver leave for up to 26 weeks during a single 12-month period after the requested leave date. The single 12-month

    period during which leave can be taken begins on the first date of covered military caregiver leave and ends 12 months later, regardless of the date used to determine the employee's 12 weeks of leave entitlement for other FMLA qualifying reasons.
    5. Qualifying Events – Events that qualify an employee for FMLA leave include, but are not limited to, the following:
        1. The birth of a child, or to care for and/or bond with that child, within one year of birth.
        2. The placement of a child for adoption or foster care, or to care for and/or bond with the newly placed child, within 12 months of the event.
        3. The employee's serious health condition makes the employee unable to perform the essential functions of their position.
        4. To care for a covered family member with a serious health condition.
        5. Qualifying exigency while the employee's family member is on covered active duty or call to covered active duty status.
        6. To care for a covered service member with a serious injury or illness (military caregiver leave).
2. Employee Responsibilities: An employee wishing to ~~avail themselves of FMLA job protections must~~ request FML ~~the~~ protected leave, ~~as follows~~ must do the following:
    1. Employees will notify HR when leave is needed for a potential qualifying FML event. Forms to request FML are available on the Davis County Human Resources (HR) intranet site at Human Resources/Forms/Family and Medical Leave. FML request forms shall be submitted to HR and must include the reason for the leave and the anticipated dates the leave will begin and end. In most instances, a completed healthcare provider certification form must also be submitted. The information of the health care provider must be submitted in a timely manner and before FML can be approved.
    2. Employees ~~shall~~ will provide at least 30 days' notice if the leave is foreseeable. If the leave is not foreseeable, the employee or the employee's spokesperson must give notice as soon as possible.
    3. Davis County may designate leave as FML when it has enough information to confirm an employee's absence is for a qualifying event. If supervisors become aware of an employee's need for FML, the supervisor should contact HR.
3. Supervisor Responsibilities: A supervisor who becomes aware of an employee's need for FML ~~shall~~ will do the following:
    1. Ensure the employee knows how to find FML request forms on the Davis County intranet. Any questions about the process should be referred to HR.
    2. If supervisors become aware of an employee's need for FML or an employee's absence for a qualifying reason, they must notify HR.
4. FML Entitlement: With the exception of military caregiver leave, FML shall not exceed twelve (12) weeks during an FML year. If two employees request FML for the same qualifying event and are both eligible, they may both take the full 12 weeks of FML. HR tracks FML in periods of hours or quarter portions of an hour. Entitlement is based on the number of hours an employee is scheduled to work in an average week. County observed holidays do not count as FML time
5. FML Entitlement – Military Caregiver Leave: The combined total of military caregiver leave and all other FML shall not exceed twenty-six (26) weeks for any employee during an FML year.
6. Use of Paid Leave: Paid leave accruals, if available, will run concurrently with FML. Sick leave accruals will generally be used before vacation leave accruals. Employees may request to use accumulated compensatory time (comp time), to use their vacation before sick leave, and may request to preserve up to ~~2 weeks~~ 40 hours of vacation accruals and up to ~~2 weeks of sick accruals~~ 24 hours of Personal Preference days. Employees who qualify for FML but do not have sufficient accruals to cover any or all of their leave ~~or have chosen to preserve vacation and/sick accruals~~ may go into unpaid status. FLSA-exempt employees, with no leave accruals, may be reduced in pay while on FML without affecting FLSA status.
7. Certification: As noted above, in most instances, the County will require medical certification (s) to support a request for leave. If the certification is not received within the requested time, the leave may be denied.

8. Intermittent Leave: As outlined by the health care provider, FML may be taken intermittently or continuously based on the need for any approved FML qualifying event. When the need for intermittent or reduced schedule FML is foreseeable, the employee must make reasonable attempts to arrange the leave schedule so as not to unduly disrupt the County's operations. Employees using intermittent leave must follow established call-in or notification procedures for their work group. An employee taking intermittent FML may be required to transfer temporarily to an available alternative position for which the employee is qualified. FML for birth of a child, adoption, or placement of a child may be used intermittently.
9. Benefits While on Paid FML: The County will maintain an employee's ~~health~~ medical, dental, vision, and life insurance coverage at current participation levels during leave. The employee will be responsible for the employee's share of such benefits and must pay the premium as instructed. The County may deduct any such premium amounts from the employee's final compensation.
10. Returning from FML:
    1. If FML is for the employee's serious health condition, the employee will be required to submit a release to return to work notice from their medical provider at the time they return to work. Failure to provide a release-to-work note may delay the employee's return to work until the release form is provided. Under some circumstances, as determined by HR, a release to return to work is not needed.
    2. Upon return from FML, the employee will return to the former position or an equivalent position in terms of pay, benefits, and working conditions. An equivalent position must have substantially similar duties, conditions, responsibilities, privileges, and status as the employee's original position.
    3. The County may take any personnel action/decision while the employee is on FML that would have occurred if the employee had continued to work. Examples of personnel actions/decisions include, but are not limited to the following: corrective or disciplinary action, workspace or location changes, or reduction-in-force. Depending on the circumstances, a supervisor may elect to postpone the personnel action/decision until the employee returns from FML.
11. ~~Domestic Partner Eligibility: Employees may take leave to care for a domestic partner's serious health condition. All eligibility requirements, entitlements, and protections will be treated the same as the eligibility requirements, entitlements, and protections found in Section 02.02.0218 of this policy.~~
