

**COUNTY BOARD OF HEALTH
POLICY # HR-03421
ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM POLICY**

Approval:		<i>4/9/2020</i>
	District Health Director	Date



1.0 PURPOSE

This policy contains guidelines for the provision of time off to employees.

2.0 AUTHORITY

The County Board of Health (CBOH) Administration of Employee Leave Program Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 Rules of the State Personnel Board
- 2.2 Policy #HR-03109 Absences from Work Policies
- 2.3 Policy #HR-03111 Family and Medical Leave Policy
- 2.4 Policy #HR-03701 Workers' Compensation and Special Injury Program

3.0 SCOPE

This policy applies to employees of the County Board of Health.

4.0 POLICY

The policy of the County Board of Health is to provide a reasonable amount of time off to employees to assist in managing family, medical, and/or personal situations. The CBOH provides a variety of leaves of absence to eligible employees to accommodate these circumstances. All absences from work must be recorded in the monthly leave record.

5.0 DEFINITIONS AND ACRONYMS

- 5.1 **CBOH** – County Board of Health
- 5.2 **HR** – Human Resources
- 5.3 **FLSA** – Fair Labor Standards Act

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5.4 DPH – Georgia Department of Public Health

5.5 DHD – District Health Director

6.0 RESPONSIBILITIES

6.1 HR is responsible for issuing and updating procedures to implement this policy.

6.2 Supervisors are responsible for managing leave in accordance with this policy. The leave program is to be administered in the same manner for eligible classified and unclassified employees. The attendance and leave records of employees are to receive careful attention and review.

6.3 Employees are responsible for reporting all absences from work in the monthly leave record.

7.0 PROCEDURES

7.1 **ABSENCES FROM WORK**—All of the following absences from work should be recorded in the monthly leave record

7.1.1 Annual leave is paid for non-temporary full-time employees who work 20 or more hours a week.

7.1.2 Sick leave is paid for non-temporary full-time employees who work 20 or more hours a week.

7.1.3 An employee who has accumulated more than 120 hours of sick leave as of November 30, of any year may convert up to 24 hours in excess of 120 hours accumulated to personal leave.

7.1.4 Employees' obligations to perform civic duties when summoned as a potential juror or witness, and grants employees court leave for this purpose.

7.1.5 Employees who do not have sufficient time outside their normal work schedules to vote can request time off to vote for up to two hours of paid leave at the beginning or end of their regular workday. Employees who are scheduled to begin work at least two hours after polls open or end work at least two hours before the polls close are not eligible for voting leave.

7.1.6 Employees are permitted to take up to two hours of paid time off to donate blood, up to four times each calendar year. Employees who donate blood platelets or granulocytes through the plasmapheresis process may take up to four hours of paid time off, up to four times a year.

7.1.7 An employee who donates his/her organ or bone marrow for transplant will receive a paid leave of absence as follows: Thirty days for organ donation and seven days for bone marrow donation.

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- 7.1.8 An employee that is certified disaster service volunteer of the American Red Cross may be eligible for paid disaster Volunteer Leave, if their services have been requested by the American Red Cross.
- 7.1.9 An employee may submit a request to the office of Human Resources to take a continuous leave without pay for a period not exceeding 12 months. Employees, who are granted a leave of absence without pay for at least thirty (30) calendar days, may be paid in lump sum for all accrued and unused annual leave that has not been forfeited, up to a maximum of 360 hours.
- 7.1.10 An employee must follow the same procedure required to request authorized leave without pay in order to obtain contingent leave without pay. A contingent leave without pay absence may not exceed 12 months.
- 7.1.11 An employee may not use accrued paid leave (i.e., sick, annual, or personal leave) for an accidental injury or occupational disease which is compensable under the Georgia Workers' Compensation Act unless the employee elects in writing to use accrued paid leave in lieu of workers' compensation benefits. Employees who choose to receive workers' compensation payments for lost salary will be placed on leave without pay. Employees cannot receive workers' compensation payments and regular salary (i.e., use of accrued FLSA compensatory time or leave) at the same time. Absences due to a workers' compensation claim which qualifies as a serious health condition will be charged to family and medical leave with and/or without pay if available and as determined appropriate.
- 7.1.12 An employee may be absent for ordered military duty for a cumulative period of up to five years. Military Leave is without pay and the employee retains reemployment rights with his/her agency.
- 7.1.13 Eligible employees are allowed up to 12 weeks of unpaid Family Medical Leave during a 12-month period. For employees to receive pay while on family and medical leave, the absences must be charged to sick, annual or personal leave, according to policy # HR-03111. Any time taken when leave is not available will be leave without pay.
- 7.1.14 The District Health Director may suspend an employee without pay for disciplinary purposes or for pending criminal court action when such pending criminal court action may deter the employee's effectiveness in employment.
- 7.1.15 Employees cannot receive disability payments for time they are at work or on duty or while on sick leave. Employees must choose to use annual or personal leave or request to be placed on leave without pay. Employees who do not have leave accrued to cover a brief period of absence, but are otherwise authorized to be absent, are to be placed on Short-term approved leave without pay, up to a maximum of fifteen (15) calendar days. Employees may be placed on Short-term unapproved leave without pay for the amount of time they are absent from work without supervisory approval, up to a maximum of fifteen (15) calendar days. To receive Short-term or Long-term Disability Insurance payments, the employee cannot receive leave payment.

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- 7.1.16** A "break in service" is at least one work day that an employee is not in employment status and does not receive pay. Leave of absence without pay and suspensions are not considered breaks in service. Upon a break in service, employees are paid for up to 360 hours of accrued and unused annual leave.
- 7.1.17** Upon a break in State service (i.e., separation from State employment for at least one full workday), an employee's accrued sick leave is divested and not paid out.
- 7.1.18** Employees who return to State employment on or after July 1, 2003, and remain employed for a period of two (2) consecutive years in a position entitled to accrue leave in accordance with this Rule, are eligible to regain sick leave divested when their most recent previous period of State service ended.
- 7.1.19** Divested sick leave includes any sick leave that was available for use at the time of the employee's last separation from State service. It does not include any sick leave forfeited prior to the employee's last separation.
- 7.1.20** The maximum amount of divested sick leave the employee may regain is 720 hours. Divested leave will only be restored to the extent that the restored leave and current unused sick leave total 720 hours any remaining balance of divested sick leave will be credited to the employee's current forfeited leave balance.
- 7.1.21** To obtain restoration of divested sick leave, an employee must apply in writing to the Human Resources Department and include supporting documentation. HR will determine the appropriate amount of divested sick leave to be restored.

7.2 PROCESS

- 7.2.1** Employees who are away from their regular worksite on official business are in work status and are not charged leave.
- 7.2.2** In all instances, employees must request and receive approval for absences from work and maintain communication with management, as required.
- 7.2.3** Employees are not allowed to use annual or sick leave before such leave is earned.
- 7.2.4** Leave is to be charged for actual time of usage. Employees are to be charged only for the time they are absent and cannot be required to remain away from duty as a matter of convenience for charging leave. Employees cannot be required to work any part of a period for which leave or leave without pay is charged.

7.3 MONITORING ATTENDANCE

- 7.3.1** Employees should be encouraged to maintain reasonable leave balances to protect themselves against income loss due to accident or illness.

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7.3.2 Employees who are frequently tardy or absent should be counseled and may be placed on attendance plans if determined appropriate additional absences should be closely monitored.

7.3.3 Employees whose attendance is not acceptable should not be recommended for performance based salary increases. Such employees are subject to disciplinary action up to and including separation from employment.

7.4 MAINTENANCE OF RECORDS

7.4.1 All leave records of employees will be maintained through the Time & Labor System.

7.4.2 Employees are encouraged to maintain their own record of absences on the monthly leave record.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	January 13, 2020	Initial Issue

9.0 RELATED FORMS

Monthly Leave Record