

<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 3.01</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: ADMINISTRATIVE LEAVE</p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as: Blood Donor Leave; Funeral Leave; Jury Duty, Maternity Leave With Pay; Military Leave; Temporary Disabilities; Training Leave; Voter's Leave; and Workers' Compensation</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to establish the policy and procedures for administrative leave (leave of absence with pay) for employees of the Rabun County Sheriff's Office.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to allow administrative leave for employees absent from work as a result of a funeral, jury duty, maternity, military, certain temporary disabilities and workers' compensation.

DISCUSSION

All leaves of absence must be recommended and approved by the Sheriff. Leave must also comply with the Rabun County Rule and Regulations as it pertains to Administrative Leave.

I. FUNERAL LEAVE

A. Immediate Family Members

Employees are allowed paid funeral leave of up to three (3) consecutive workdays with a maximum of 24 work hours absent from work as a result of the death of a:

1. Spouse;
2. Parent or Guardian;
3. Child;
4. Brother;
5. Sister;
6. Stepmother;
7. Stepfather;
8. Stepchild;
9. Stepsister;
10. Stepbrother; or
11. Other relative living in the employee's household.

Note: For the purpose of this policy, the interpretation of the word spousal is to include a person who lives in an espoused relationship.

B. Extended Family Members

Employees are allowed a maximum of one day paid funeral leave absent from work as a result of the death of a:

1. Mother-in-law;
2. Father-in-law;
3. Brother-in-law;
4. Sister-in-law;
5. Son-in-law;
6. Daughter-in-law;

7. Aunt;
 8. Uncle;
 9. Niece;
 10. Nephew;
 11. Grandparent; or
 12. Grandchild.
- C. Notification

Upon notification of the death of a family member, the employee is to notify his/her immediate supervisor as soon as reasonably possible.

II. JURY DUTY

Employees may be granted time off with pay to serve on a jury or as a subpoenaed court witness. Employees who attend court for personal reasons must use their accrued vacation time. Employees are entitled to keep any jury duty compensation.

III. MATERNITY LEAVE

- A. It is common for physicians to place women recovering from pre-delivery and post-delivery on disability for up to six (6) weeks, under normal circumstances.
- B. Maternity leave shall be granted to employees with physicians order upon request.
- C. The employee may also use sick pay and, if necessary, vacation pay during this medically approved absence.

IV. MILITARY LEAVE

A. Request For Military Leave

1. A request for military leave shall be submitted to an employee's immediate supervisor on the Leave Request Form (located in 13.02).
2. The Leave Request Form must be accompanied with the military orders.

B. Compensation

1. Every employee shall be paid the appropriate salary or other compensation for all periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of thirty (30) days in any one calendar year and not exceeding thirty (30) days in any one continuous period for such absence.
2. Upon completion of ordered duty, the employee shall be entitled to the same or comparable position including seniority, status and pay, provided written notification of the employee's desire to return to work is submitted to the Human Resources Department within ninety (90) days from completion of ordered duty.
3. The returning employee shall also be entitled to any increase in salary or any advancement in grade, which would normally be accorded to the incumbent of the position, with the exception of any increase or advancement in grade, which would normally be dependant on meritorious performance of duties of the position.

Note: Re-employment does not necessitate the laying off of another person who was appointed at an earlier date than the person returning from military leave.

V. TEMPORARY DISABILITIES

- A. An employee who becomes temporarily disabled and is not covered by workers' compensation shall be allowed to use sick or vacation leave accumulations.
- B. After all leave has been exhausted, further extension of leave without pay must be specifically authorized by the Sheriff after consultation with the Human Resource Director.

VI. TRAINING LEAVE

Each employee will receive his/her normal salary while attending annual training.

VII. VOTER'S LEAVE

- A. Each employee shall, upon reasonable notice, be permitted to take any necessary time off from his/her employment to vote in any municipal, county, state, or federal political party primary or election for which such employee is qualified and registered to vote on the day such primary or election is held.

- B. Each employee's voting leave time shall not exceed two hours.
- C. If the hours of work of the employee commence at least two hours after the opening of the polls or end at least two hours prior to the closing of the polls, then the time off for voting shall not be available.
- D. The Sheriff's Office may specify the hours during which the employee may absent himself/herself.

VIII. WORKERS' COMPENSATION

- A. An employee who is temporarily disabled because of injury or illness sustained directly in the performance of his/her work is covered by the provisions of the Workers' Compensation Act.
- B. An employee receiving workers' compensation payments may use vacation or sick leave to supplement the workers' compensation pay.
- C. Under Georgia State Law, employees are required to use the "panel" physicians to accommodate the workers' compensation medical treatment. The names, addresses, and phone numbers of the panel physicians are available to each employee and are posted on official County bulletin boards.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County