

<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 3.05</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: VACATION / PERSONAL LEAVE</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p> <p>Annual Leave Vacation Leave</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to establish the vacation leave policy and procedures 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 vacation leave for employees in order to provide time away from work for vacation, doctor or dental appointments, family sickness and hazardous weather conditions.

I. GENERAL

For information on Vacation (Personal) Leave, refer to the Rabun County Employee Handbook. This information is found under Section 16.01 Titled ATTENDANCE, LEAVE and HOLIDAYS



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