



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-38

Effective Date: 12/10/2014

Revision Date: _____


County Administrator

SUBJECT: **LEAVE ADMINISTRATION**

DEPARTMENT RESPONSIBLE: **ALL DEPARTMENTS (Except Superior Court, Juvenile Court and Clerk of the Court)**

I. STATEMENT

This administrative procedure (AP) is established to memorialize leave administration procedures necessitated by the implementation of the Automated Data Processing (ADP) integrated Human Resources/Payroll/Benefits system.

II. PROCEDURES

To Initiate, Change or End Leaves (other than sick or annual):

A. Administrative Leave with Pay:

Department provides notice of leave to employee as set forth in Personnel Policy 8-107 and sends documentation with completed Leave Administration form to Human Resources (HR) Leave Administration.

B. Humanitarian-Personal, Candidacy for Elective Office, Education, Best Interest of the County, Victim, Medical Leave of Absence:

Department provides notice of approval and documentation, if applicable, with completed Leave Administration form to HR Leave Administration.

C. Family and Medical Leave:

Employee or department submits completed Leave Administration form as a request to HR-FMLA (this replaces the Form REQ for FML). Approval of FML is granted per Administrative Procedure 23-37.

D. Military (continuous, intermittent, paid and unpaid):

Department provides notice of approval and supporting documentation, if applicable, with completed Leave Administration form to HR Leave Administration. HR Leave Administration will consider the type of leave and supporting documentation to ensure the correct leave is administered and in accordance with PP 8-103.

The table shown below clarifies the types of leave and the specifics of each leave type covered by this procedure. The specifics of each leave type will apply to new leave cases as of January 1, 2015:

SPECIAL LEAVES OF ABSENCE WITH PAY			
Personnel Policy	Type / Reason	Maximum Leave Time	Notes
8-107 A.3	Administrative Leave - Best Interest of County	30 Business Days	County Administrator approval required for extensions beyond 30 business days. In the case of layoffs, County Administrator approval may be required.

CIVIC DUTY LEAVE AND UNIFORMED SERVICES LEAVE						
Personnel Policy	Type / Reason	Maximum Leave Time	Continuous	Intermittent	Required to Use Comp Time/Annual Leave?	Notes
8-103 F	Short Term Uniformed Service (Military) Leave	Unlimited	Yes	Yes	No	Use of banks is optional

LEAVES OF ABSENCE WITHOUT PAY						
Personnel Policy	Type / Reason	Maximum Leave Time	Continuous	Intermittent	Required to Use Comp Time / Leave Banks?	If Required to Use Comp Time / Leave Banks, Which and in What Order?
8-108 B	Education	1 Year	Yes	No	Yes	1. Comp time; 2. Annual Leave
8-108 C	Medical	1 Year	Yes	Yes	Yes	1. Sick; 2. Comp Time; 3. Annual; 4. CAT Bank*
8-108 D	Candidacy for Elective Office	6 Months	Yes	No	Yes	1. Comp Time; 2. Annual
8-108 E	Best Interest of the County (includes Long Term Uniformed Service Leave)	1 Year	Yes	No	Yes	1. Comp Time; 2. Annual
8-108 F	Humanitarian / Personal	6 Months	Yes	No	Yes	1. Sick; 2. Comp Time; 3. Annual; 4. CAT Bank*
8-108 G	Family and Medical Leave	12 to 26 Weeks	Yes	Yes	Yes	1. Sick; 2. Comp Time; 3. Annual; 4. CAT Bank*
8-108 H	Victim	Unlimited	Yes	Yes	No	Use optional, order optional

*CAT Bank Leave – available to member employees only

III. RESPONSIBILITY

- A. All departments are responsible for ensuring that their employees follow procedures set forth in Personnel Policies regarding the request and approval of leave and for properly and timely submitting documentation with completed Leave Administration forms to HR Leave Administration.
- B. HR Leave Administration is responsible for entering leave information into EV5 and eTIME as per HR Desktop Procedure for Leave Administration.

Attachment: Leave Administration Form

Note: Form will be located on the HR Forms page.

