

SECTION 18

PAID LEAVE OF ABSENCE

PURPOSE: To compensate employees for leave under certain allowable conditions.

POLICY: Full-time and part-time employees are entitled to paid leave of absence in certain circumstances with proper documentation.

GENERAL ADMINISTRATION:

1. COURT AND JURY DUTY:

- a. An employee who is summoned as a member of a jury is granted leave of absence with pay. Employees summoned for jury duty, but not selected, must report back to the job site the same day. When the employee is compensated by the court system for their service as a juror, any stipend received must be returned to the County Finance Office.
- b. Employees who are subpoenaed or required to appear in court relating to County business or as a witness for the County or State are paid at their regular rate if called away from their work site. Since the County is continuing to pay employees their regular wages, any witness fees or stipends received must be returned to the County Finance Office.
- c. Employees who are absent from work due to personal litigation or court cases may be allowed to utilize annual leave with Department Director approval.
- d. Employees will not be reimbursed for meals, lodging or travel expenses incurred while in service as either a juror or witness, unless travel is out of the County and related to County business.

2. CONFERENCES:

- a. Paid leave shall be granted to employees who attend conferences which contribute to the effectiveness of their employment upon approval by the County Manager. The conference must be job related. If the conference occurs outside of scheduled work hours, it must be required attendance by the County to be paid.
- b. Travel to conferences out of Lake County must be approved by the County Manager.

3. EXAMINATIONS:

An employee may be granted leave with pay for the purpose of taking examinations, provided such examinations are pertinent to their employment upon approval by the Department Director. The examination must be job related.

4. MILITARY LEAVE:

Employees who are members of the United States Armed Forces Reserve, including the Florida National Guard, shall be entitled to administrative leave without loss of pay or time during periods of active duty as provided by Florida Statutes.

5. ADMINISTRATIVE LEAVE FOR RE-EXAMINATION OR TREATMENT BY VETERANS ADMINISTRATION WITH RESPECT TO SERVICE-CONNECTED DISABILITY:

Employees of the County who have been rated by the Veterans Administration to have incurred a service-connected disability and have been scheduled by the Veterans Administration to be re-examined or treated for the disability shall be granted administrative leave for such re-examination or treatment without loss of pay or benefits. In no event shall the paid leave under this section exceed six (6) calendar days a year. A leave request should be submitted to the Department Director for the leave as far in advance as possible.

6. DEATH IN IMMEDIATE FAMILY:

Employees, upon request, shall be granted up to two (2) days of bereavement leave with pay in the County and three (3) days of bereavement leave with pay if travel is required outside the County for absences relating to the death or burial of an immediate family member. (Immediate family is defined under "Sick Leave"). If additional time is needed, sick and/or annual leave may be used with Department Director approval.

7. TERMINATION OF EXEMPT AND MANAGEMENT EMPLOYEES:

The County Manager, at his or her discretion, may authorize paid administrative absence to Division Directors and Department Directors who are required to resign at the County Manager's direction. The amount of paid absence granted will be on a case-by-case basis, depending on the associated circumstances.

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS

POLICIES AND PRACTICES EMPLOYEE MANUAL

Amendment to

SECTION 18/PAID LEAVE OF ABSENCE

8. Effective October 1, 2000, employees are provided opportunities to participate in the Governor's Mentoring Initiative.
 - A. BCC employees will be allowed one contact hour per week, not to exceed five (5) hours per calendar month, to participate in mentoring activities, as defined by the Governor's Mentoring Initiative.

Activities approved under this policy include, mentoring, tutoring, guest speaking, and when participating in an established mentoring program serving a school district, providing related services at the direction of the program or volunteer coordinator.
 - B. A contact hour is defined as time spent "face to face" with a student. A total of thirty (30) minutes of travel time per session will be allowed. Any time utilized above the contact hour will be charged to the employee's accrued leave.
 - C. Employees are required to obtain supervisory approval to participate in this program. In granting leave under this policy/procedure, the supervisor shall take into account the impact of such leave on the employee's work unit.
 - D. Employees are expected to conduct themselves in accordance with *Lake County's Policies and Practices Employee Manual*. Employees are subject to corrective action, up to and including termination, for inappropriate use of this leave.
 - E. Administrative leave under this policy/procedure counts as paid time, but does not count as hours worked in the calculation of overtime.
 - F. Administrative leave under this policy/procedure will fall within an employee's regularly scheduled hours.