

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	AUTHORIZED LEAVE	Approved:	10/14/2010
Policy Number:	210	Author:	TBB
Associated:	Absence Time with Pay, Hours of Work, Inclement Weather,		

AUTHORIZED LEAVE

POLICY

The Jefferson County Commission will provide Authorized Leave to any Exempt employee at the discretion of the Jefferson County Commission (or designee) or any Elected Official.

PROCEDURE

Authorized Leave shall be paid leave approved at the discretion of the above stated bodies for any exempt employee. Authorized Leave will be granted to exempt employees only on a case-by-case basis and could be given for the following reasons:

- Employee goes above and beyond normal duties and expectations by working extra or unusual hours on special projects, assignments, tasks, meetings, etc.
- Employee is involved with handling County emergencies or business above the standard job duties and expectations.
- Snow, public safety emergencies, or breakdown of essential services/equipment (such as heating and air conditioning) wherein facilities must be closed causing employees to be released early or not be required to report for duty.
- An employee is required to appear before a public body, public agency, board, or commission relating to County business.
- For attendance (in an official capacity) during normal working hours as a representative of the County at meetings, symposiums, training, conferences, conventions, or hearings.

Authorized Leave will be approved and marked on the employee's individual time sheet ONLY after approval is granted by the authorizing body. The code "AL" will be marked on the employee's time sheet for this leave. Notations on the time sheet will be made as to the reason for the Authorized Leave.

It will be the responsibility of the Elected Official or County Administrator to track the used Authorized Leave and report it quarterly to the County Commission Office. Exceptions can be made but must be justified as a matter of record.