

Rule 705 Annual Leave Request: Requests for annual leave shall be submitted in advance of the proposed absence as directed by the employee's Department Director. Approvals by the Department Director shall be determined consistent with the desires of the employee and the work requirements of the County. Annual leave granted shall not exceed the total amount credited to any employee at the start of the leave period. Annual leave shall be charged in no less than multiples of ~~one half (1/2) hour~~ fifteen minutes. An employee may be allowed to use his/her accrued and unused annual leave to extend his/her service time under PERA on an hour for hour basis.

HISTORY: APPROVED 8/5/65; AMENDED 6/20/66; AMENDED 12/16/75; AMENDED 9/10/13

Rule 708 Sick Leave: Sick leave may be authorized when an employee is incapacitated by sickness, pregnancy, or injury; for medical, dental, or optical diagnosis or treatment; when the employee's attendance at duty jeopardizes the health of others; or for up to two (2) weeks [or up to four (4) twenty four hour shifts for fire fighters] per occurrence for care of certain family members in the event of illness. Additional sick leave in care of a family member may be used for serious health conditions in conjunction with Family and Medical Leave. "Certain family members" shall be defined as spouse, parent, parent-in-law, child, sibling, grandparent, and grandchild, and step-relatives in the same relationship. Sick leave shall be charged in no less than multiples of ~~one half (1/2) hour~~ fifteen minutes.

HISTORY: APPROVED 8/5/65; AMENDED 9/18/78; AMENDED 5/14/79; AMENDED 2/13/95; AMENDED 5/4/99; AMENDED 9/10/13