



**Office of Human Resources
Standard Operating Procedure
HR SOP #607**

Subject: Administrative Leave

Effective Date: June 1, 2017

Policy Statement:

The Department of Natural Resources may grant Administrative Leave to eligible employees after proper request has been made by the employee (as required) and upon approval of the leave granting authority.

Definitions:

Administrative Leave: Paid time off for eligible employees for specified reasons defined in State law. Administrative Leave is not charged to accrued leave or compensatory time

Affected Employees: Eligible employees who were scheduled to work in an area affected by an emergency office closure.

Eligible Employees: Non-temporary, salaried employees who are regularly scheduled to work 20 hours a week or more, on a leave-earning position, and are not currently receiving retirement annuity payments during the first 1040 hours of work performed in the calendar year under the Employees' Retirement System of Georgia.

Essential Staff: Employees whose functions are considered essential during an emergency situation and who may be required to work, rather than be excused from duty.

Non-eligible Employees: All temporary employees, hourly employees, and active, salaried non-temporary employees who are rehired retirees of the Employees' Retirement System of Georgia while receiving retirement annuity payments during the first 1040 hours of work performed in the calendar year.

Unaffected Employees: Employees who are not scheduled to work in an affected area during an emergency office closure as well as employees in the area affected by the emergency closure who were scheduled to use leave or compensatory time during an office closure.

Procedure:

Eligible employees will be granted paid time off, as Administrative Leave, for specific reasons defined in this procedure. Employees must request Administrative Leave (except for emergency office closure) and provide documentation for its use, when required.

It is not permitted to use Administrative Leave absences in any total time accumulations for awarding compensatory time.

Absence Due to Emergency Office Closures:

Administrative Leave may be granted to affected employees when the Governor, or agency upon delegated authority by the Governor, closes an office or facility because of weather conditions or other emergency situations.

Employees not Eligible for Administrative Leave due to Emergency Closure:

- Non-eligible Employees;
- Unaffected employees;
- All non-salaried employees;
- Active salaried, non-temporary employees who are rehired retirees of the Employees' Retirement System of Georgia while receiving annuity payments during the first 1040 hours of work performed in the calendar year; and
- Essential Staff.

Administrative Requirements Regarding Emergency Office Closures:

- It is not necessary to request Administrative Leave for Emergency Office Closures.
- It is not necessary for the employee to provide documentation regarding the closure.
- Time is accounted for on the employee's timesheet as 'Office Closure – Administrative Leave' in the 'Comments' section.

Absent Unaffected Employees:

- If an employee is absent from duty because of an emergency but the emergency does not cause his/her office to close, they may do one of the following to complete the work week:
 - Work extra to make up the time during the same work week with approval of the supervisor;
 - Use accrued compensatory time, Annual Leave, Personal Leave or Holiday Deferral to cover the period of absence;
 - Telework as approved by the supervisor; or
 - If none of the above options are available, be placed on Leave Without Pay for the period of absence.

NOTE: Eligible employees scheduled to use leave or compensatory time during an emergency office closure will be charged for that pre-approved leave or compensatory time since they are considered unaffected by the closure.

For additional information on emergency office closures including inclement weather, go to the DNR intranet at <http://dnrintranet.org/hr/directives> and scroll to the Inclement Weather section.

Blood Donation Leave:

Administrative Leave may be granted to eligible employees for time spent donating blood.

Eligible employees who donate blood may be granted:

- *Up to 2 hours of Administrative Leave;*
- *Up to 4 times a calendar year.*

Eligible employees, who donate blood platelets or granulocytes through the plasmapheresis process, may be granted:

- *Up to 4 hours of Administrative Leave;*
- *Up to 4 times a calendar year.*

Note: The maximum annual entitlement to administrative leave for employees who donate blood and blood platelets or granulocytes is 24 hours.

Administrative Requirements Regarding Blood Donation Leave:

- Blood Donation Leave must be requested and approved in advance.
- Supervisors may specify the hours during which employees may be absent in order to donate blood.
- Employees must attach documentation of the blood donation to the leave request.
- Employees account for the time on the timesheet as 'Blood Donation – Administrative Leave' in the 'Comments' section.
- Local staff must send a copy of the documentation and the timesheet to the Office of Human Resources (OHR) for entry.
- Blood Donation Leave is entered into Absence History in TeamWorks by OHR representatives.

NOTE: Employees, who do not need the entire 2 or 4 hours allotted time per donation to donate blood, are not entitled to any additional time off.

Court Leave:

Administrative Leave may be granted for the time eligible employees are subpoenaed to appear in court, summoned for jury duty, or otherwise ordered to court. Court Leave provided and work time for the day should not exceed the scheduled work hours for the day. Employees will not receive any compensation for time spent serving in court or as a juror that exceeds the employee's regular work schedule.

Time Eligible for Court Leave:

Employees will receive Court Leave for the following:

- Time spent during scheduled work hours that is reasonably necessary for the employee to prepare for or return from court;
- Time spent during scheduled work hours serving as a juror (i.e., no personal vested interest in the proceedings) in federal, state, or local court; and
- Time spent during scheduled work hours serving as a witness to a public crime or appropriate legal argument (under subpoena).

Employees are required to return back to work as soon as they are released from a court ordered appearance if the release occurs before the end of the scheduled work day unless the employee has arranged with their supervisor to use accrued compensatory time, Annual Leave, Personal Leave, or take Leave without Pay.

Employees may keep any juror fees and travel allowances they receive from the court for Jury Duty.

Time not Eligible for Court Leave:

Employees will not receive Court Leave to attend a trial or an arbitration hearing in which they:

- Are charged with a crime;
- Are a plaintiff or defendant;
- Voluntarily appear as a witness;
- Are a witness in a case arising from or related to their outside employment or outside business activity;
- Are testifying for a fee as an expert witness; or
- Have any other personal or familial interest in the proceeding.

In such circumstances, the employee must use accrued compensatory time, Annual Leave, Personal Leave, or take Leave without Pay.

NOTE: Time serving as the Department’s witness in court is not considered court leave but will be considered work time. This work time should be recorded on the timesheet the same as any other hours worked.

Administrative Requirements Regarding Court Leave:

- Court Leave must be requested and approved in advance.
- As it may be difficult to determine the exact amount of time needed for court leave, the employee must inform the supervisor daily regarding the amount of time that is anticipated for court leave.
- Employees must attach a copy of the summons to their timesheet for the work period.
- Employees account for the time on the timesheet as ‘Court Leave (or Jury Duty) – Administrative Leave’ in the ‘Comments’ section.

- Local staff must send a copy of the summons or subpoena and the timesheet to OHR for entry.
- Court Leave is entered into Absence History in TeamWorks by OHR representatives.

Education Support Leave:

Eligible employees are permitted to take *up to* 8 hours of Administrative Leave a calendar year to promote education in Georgia.

Administrative Requirements Regarding Education Support Leave:

- Education Support Leave must be requested and approved in advance.
- Employees must attach a copy of the documentation to their leave request/timesheet for the work period.
- Employees account for time on the timesheet as 'Education Support Leave – Administrative Leave' in the 'Comments' section.
- Local leave keepers enter Education Support Leave in the Leave Usage Panels in TeamWorks.

Refer to SOP **HR606**, *Education Support Leave* for additional information.

Military Leave:

Every person who receives any pay, salary, or compensation of any kind from DNR, with the exception of persons employed on a temporary basis, shall be entitled to be *absent from work* while on ordered military duty. Only eligible employees will receive Military Leave while on ordered military duty.

Eligible employees may receive Administrative Leave for absences for ordered military duty up to 144 hours plus up to an additional 96 hours under certain circumstances.

Administrative Requirements Regarding Military Leave:

- Military Leave is requested and approved in advance.
- Under normal circumstances, employees will provide documentation to support their request and complete required paperwork prior to its use.
- Employees account for time on the timesheet as 'Military Leave – Administrative Leave' in the 'Comments' section.
- Local leave keepers enter Military Leave in the Leave Usage Panels in TeamWorks.

Refer to SOP **HR604**, *Military Leave* for additional information.

Voting Leave:

Administrative Leave will be granted for all federal, state and local elections to eligible employees when their work schedule does not allow them at least 2 hours (including travel time) to vote either before or after work.

Requirements for Voting Leave:

Voting Leave:

- Should be scheduled to minimally disrupt normal agency operations;
- May be granted for early voting;
- Must be at the beginning or end of the workday; and
- Only covers the time necessary to give an employee 2 hours to vote (e.g., When the work schedule allows 1½ hours to vote before or after work; granting ½ hour Voting Leave would allow 2 hours to vote).

Employees not Eligible for Voting Leave:

Employees who are scheduled to begin work at least 2 hours after the polls open or end work at least 2 hours before the polls close are not eligible for Voting Leave.

Administrative Requirements Regarding Voting Leave:

Voting Leave:

- Must be requested and approved in advance;
- Is accounted for on the timesheet as 'Voting Leave – Administrative Leave' in the 'Comments' section; and
- Is recorded by local staff sending a copy of the timesheet to OHR for entry in TeamWorks Absence History.

For employees that are not eligible for Voting Leave, the supervisor should arrange flexible work schedules for voting, when possible. Supervisors may also allow the use of other available paid leave, other than Sick Leave.

Other Types of Administrative Leave:

Additional types of Administrative Leave include Bone Marrow Donation Leave, Organ Donation Leave, Disaster Volunteer Leave and Line-of-Duty Injury Leave. Employees must receive approval and provide documentation to use these types of Administrative Leave. For additional information on these types of leave, contact Tracy Bowers in OHR at 404-657-9848 or by email at Tracy.Bowers@dnr.ga.gov.

Administrative Requirements Regarding Other Types of Administrative Leave:

- Administrative Leave must be requested and approved in advance.
- Employees account for time on the timesheet as 'name the type of leave – Administrative Leave' in the 'Comments' section.
- Documentation is sent by local staff with the timesheet to OHR for entry.
- Leave is entered into Absence History in TeamWorks by OHR representatives.

Timekeeping for Administrative Leave:

Employees will request Administrative Leave using the *Employee Request For Leave* (Attachment 1) or the *Environmental Protection Division Request For Leave* (Attachment 2). Attach documentation as required.

Employees will record Administrative Leave on their timesheet with the number of hours used as Administrative Leave in the 'Leave Used' column for the day of the absence. On that same day, in the 'Comments' section, record the reason for the leave and the number of hours used. For example, 'Emergency Office Closure – 8 hours Administrative Leave' or 'Jury Duty – 9 hours Administrative Leave' or 'Blood Donation – 1½ hours Administrative Leave'. The employee should account for the number of hours they are scheduled to work. Time actually worked on the same day will be recorded as usual.

For an additional timekeeping example recording Administrative Leave for delayed opening or early release, go to the DNR intranet at <http://dnrintranet.org/hr/directives>.

NOTE: Failure to properly request and receive approval of absence from work may result in the denial of the request and/or other employment action up to and including dismissal from employment.

Attachments:

Attachment 1 – *Employee Request For Leave*

Attachment 2 – *Environmental Protection Division Employee Request For Leave*