



**Office of Human Resources
Standard Operating Procedure
HR SOP #603**

Subject: Personal Leave

Effective Date: December 16, 2016

Policy Statement:

The Department of Natural Resources (DNR) will allow conversion of up to twenty-four hours of sick leave to personal leave per calendar year to eligible employees in accordance with State Personnel Board Rules.

Definitions:

Conversion Election Period: A period of time when eligible employees are authorized to convert sick leave to personal leave.

Eligible Employee: An employee who has an accrued sick leave balance of more than 120 hours as of November 30th of the current year.

Procedure:

Each year during the conversion election period, an employee, who has an accrued sick leave balance of more than 120 hours as of November 30th, may convert up to twenty-four hours of their sick leave that is more than 120 hours to personal leave.

Conversion of Sick Leave to Personal Leave:

In December, the Office of Human Resources will provide instructions regarding the conversion of sick leave to personal leave. The Letter to Employees and the Sick Leave to Personal Leave Conversion Instructions will also be located on the DNR Intranet at http://dnrintranet.org/hr/leave_holidays in December. The conversion election period will be stated in the Letter to Employees.

It is the responsibility of the eligible employee to access TeamWorks Employee Self Service (ESS) to convert sick leave to personal leave during the conversion election period.

To convert sick leave to personal leave:

- Employees must have a remaining sick leave balance of at least 120 hours after conversion;
- Employees, that elect to convert sick leave to personal leave, must enter the elected hours, up to twenty-four, in TeamWorks Employee Self Service at <https://route88.state.ga.us/> no later than December 31st;

- Changes in the number of hours of sick leave to convert to personal leave can be made in ESS up to close of business on December 31st;
- It is recommended for the employee to retain documentation of the hours requested to convert in ESS.

Sick leave that is converted during December becomes personal leave on January 1st and cannot be reversed after December 31st.

Employees who are absent in a protected leave status (e.g., FMLA, military leave) during the conversion election period, that elect to convert sick leave to personal leave, must access Employee Self Service during the conversion election period.

Use of Personal Leave:

Personal leave is available for use only during the calendar year following conversion.

Employees must obtain approval to use personal leave by completing, *Employee Request for Leave* (Attachment 1) or *Environmental Protection Division Employee Request for Leave* (Attachment 2), as applicable. Failure to follow the leave request procedure may result in the denial of the use of personal leave or disciplinary action. The employee is expected to work as scheduled if the request for leave is denied. Failure to do so may result in leave without pay or other disciplinary action.

Upon receiving supervisory approval, personal leave may be used for any reason, with the following exceptions:

- While receiving Georgia State-funded wage substitutes, such as Workers' Compensation wage loss benefits; or
- While receiving disability benefits from the State of Georgia benefit plan.

Note: Personal Leave may be used during the waiting period to receive disability benefits.

Managers should make every reasonable effort to accommodate requests to utilize personal leave. However, an employee is expected to give as much advance notice as possible to minimize business disruptions.

Personal leave, not used by December 31st of the year the leave was available, will be lost and cannot be restored. Any unused personal leave at the time of an employee's break in State service, of at least one full workday, is lost. **Personal leave is never paid to the employee.**

An employee is expected to return to work as scheduled at the expiration of the approved absence. If an extension is desired, the employee must request it in writing from his/her supervisor prior to the leave expiration. Failure to obtain approval for additional time off may result in disciplinary action.

Personal Leave Entry:

Employees are responsible for submitting their timesheets in a timely manner at the end of the year to allow leave keepers to meet their entry deadlines. After January 7th, leave keepers will

not be able to enter previous year’s personal leave taken so employees will lose their option to use personal leave converted for use in the previous calendar year.

Local leave keepers will enter personal leave usage in TeamWorks. Leave keepers are responsible for entering personal leave used in the previous year by close of business on January 7th. The previous year’s personal leave is deleted from TeamWorks and cannot be entered after January 7th.

Transfer of Personal Leave:

Personal Leave *may* be transferred to or from the Department of Natural Resources when an employee transfers to or from a State government entity without a break in service from a position entitled to accrue leave to a position entitled to accrue leave. Personal leave will be transferred in accordance with the chart below:

Organization that Personal Leave Transfers From	Organization that Personal Leave Transfers To	Conditions
Executive Branch Agency	DNR	Leave will transfer without conditions.
DNR	Executive Branch Agency	Leave will transfer without conditions.
Legislative or Judicial Branch Agency	DNR	Leave will transfer only when the losing and receiving organizations have the same leave accrual.
DNR	Legislative or Judicial Branch Agency	Leave will transfer to the extent that the receiving agency agrees to accept the transfer.
Board of Regents	DNR	Leave will not transfer.
DNR	Board of Regents	Leave will transfer to the extent that the receiving agency agrees to accept the transfer.
State Authorities	DNR	Leave will transfer only when the losing and receiving organizations have the same leave accrual program.
DNR	State Authorities	Leave will transfer to the extent that the receiving agency agrees to accept the transfer.
Community Service Boards, County Boards of Health, & Board of Health Community Operated Programs	DNR	Leave will not transfer.
DNR	Community Service Boards, County Boards of Health, & Board of Health Community Operated Programs	Leave will transfer to the extent that the receiving agency agrees to accept the transfer.

Records Retention:

Retain leave requests for the use of personal leave for three years with the appropriate time sheets.

Attachments:

Attachment 1 – *Employee Request For Leave*

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