

SECTION 9

LEAVES

9.1 GENERAL CONDITIONS

A. REPORTING ABSENCES. It is the employee's obligation to report reasons for an absence to his/her supervisor as soon as possible (no later than within one-half (1/2) hour after the beginning of the work day) or in accordance with departmental policy.

B. APPROVAL OF LEAVES. All requests for leaves shall be considered by the Department Head or his/her designee for conformance with County and departmental rules established for each type of leave. The Department Head has the discretion to deny a request for most leaves.

C. TYPES OF LEAVES. The following types of leaves are hereby established:

- Vacation Leave
- Sick Leave
- Family Medical Leave
- Well Leave
- Military Leave
- Civil Leave
- Funeral Leave
- Work Injury Leave
- Holidays (including Personal Discretionary Days)
- Leave Without Pay
- Leave With Pay

9.2 VACATION LEAVE

A. ELIGIBILITY. Vacation leave is only granted to Classified and Classified Exempt employees. Vacation leave accrues from the date of employment as a Classified or Classified Exempt employee.

B. UTILIZATION. Department Heads may use their discretion when considering requests for vacation leave or when requiring that an employee utilize accumulated vacation hours in order to ensure a minimum disruption of departmental and County

work. Utilization of vacation leave will be charged at a minimum of one-quarter (.25) hour increments.

C. MAXIMUM ACCUMULATIONS AND EXCESS PAYMENT. The maximum accumulation of vacation leave is 290 hours for full time employees and 145 hours for part time employees. However, employees are allowed to exceed that limit until the last day of the last full pay period ending in October. If, at that time, a full time employee has utilized at least one hundred twenty (120) hours and a part time employee has utilized at least sixty (60) hours of vacation during the past 26 pay periods, the employee will receive payment at his/her regular rate for all accumulated vacation hours over the maximum. The employee's accumulated vacation leave total will then be dropped to the maximum allowable hours. If an employee has not taken the stipulated number of hours of vacation during the past 26 pay periods, all hours in excess of the maximum will be lost. *Donated hours shall not count toward the 120 hours required for eligibility for excess vacation payment.*

D. ACCRUAL RATES. All eligible employees and Department Heads shall be subject to the following accrual schedule. Employees who are "Part Time with Benefits" shall earn and accrue vacation leave on a prorata basis (based on the position's FTE).

**VACATION LEAVE ACCRUAL
SCHEDULE**

Years of Service	Accrued Hours per Pay Period
0-4	3.75
5-9	4.75
10-14	5.50
15+	6.50

Employees who, on December 31, 1994, accrue more vacation leave than the schedule indicates shall remain at their current rate and shall not receive another increase in vacation accrual rate until their years of service on the above schedule dictates such an increase.

E. DONATION OF VACATION LEAVE. Employees may, on a voluntary basis, donate vacation hours to another employee on medical leave. Such donations must be coordinated through the Assistant County Administrator. The employee receiving the donation shall not be responsible for repaying any vacation leave donations. Donated hours in excess of the amount needed shall remain with the recipient, and will not be returned to the donor. *Donated hours shall not count toward the 120 hours required for eligibility for excess vacation payment.*

1. Eligibility. Employees donating hours must have sufficient vacation leave accumulated to retain at least forty (40) hours of vacation leave after the donation. The employee receiving the donation must have depleted all other accumulated paid leave and, if applicable, have requested and used the maximum sick leave loan from the County (see Section 9.3H) prior to receipt of the donation.

2. Calculation. The Assistant County Administrator shall convert the number of vacation hours using the regular rate of pay for each of the employees.

3. Limit. An employee may not receive more than 10 weeks of donated sick or vacation leave over a 2 calendar year time period.

9.3 SICK LEAVE

A. ELIGIBILITY. Sick leave is only granted to Classified and Classified Exempt employees. Sick leave accrues from the date of employment. Employees may also want to refer to Section 9.7, Family Medical Leave Act.

B. UTILIZATION. Sick leave must be used in not smaller than quarter hour (.25) increments. Sick leave hours may be utilized for the following purposes:

1. Personal Use: illness or physician/dental appointment (shift personnel are expected to schedule such appointments during off duty hours).

2. Family Use: family illness or physician/dental appointment (shift personnel are expected to schedule such appointments during off duty hours). For this purpose, family is defined as child (including step-child and foster child), grandchild, parent or grandparent (including in-laws), sibling (not including in-laws) or spouse who requires transportation, care or hospitalization.

3. Required by Department Head: the employee may be required to take sick leave by the Department Head (with the approval of the Assistant County Administrator) when there is a concern about the ability of the employee to safely perform his/her duties due to an non-work related injury or illness.

C. NOTIFICATION. In order to be granted the use of sick leave, an employee must report to the Department according to departmental regulations the reason for the absence as soon as possible (no later than one-half (1/2) hour after the beginning of the work day) or in accordance with departmental policy on the work day for which sick leave is being requested. Employees are expected to schedule appointments in advance when possible. It is the employee's responsibility to keep the appropriate supervisor informed each day the employee is absent, unless sick leave is authorized for a specific period of time.

D. MAXIMUM ACCUMULATION. Employees may accumulate a maximum of 1,040 hours of sick leave. Once an employee reaches that maximum level, no additional hours will be added to the accumulated total until sick leave hours are used.

E. ACCRUAL RATE. Full time employees will accrue 4.75 hours per pay period. Employees who are "Part Time with Benefits" will accrue sick leave on a prorata basis (based on the position's FTE).

F. MEDICAL DOCUMENTATION. The Department Head, at his/her discretion, may require that the employee submit medical documentation of illness or injury prior to returning to work for any of the following reasons:

1. The employee is absent three (3) or more consecutive days.
2. There is a concern about possible sick leave abuse.
3. Sick leave is being substituted for vacation leave.

G. MEDICAL RELEASE. The Department Head, at his/her discretion, may require that the employee, prior to returning to work, submit a medical release containing a statement from a physician confirming the illness or injury and providing the date the employee is released to perform his/her full duties when there is a concern about the ability of the employee to safely perform his/her duties. A medical release is required anytime an employee requests the use of sick leave following notice of resignation.

H. SICK LEAVE LOAN. If an employee who has successfully completed the introductory period is suffering from a prolonged illness or injury, or has been approved for Family Medical Leave, and has depleted his/her accumulated sick leave, compensatory time, and vacation leave, the employee may apply for a sick leave loan not to exceed four (4) work weeks of regular pay. The Department Head and Assistant County Administrator must approve the loan request in order for it to become effective. Upon the employee's return to employment, the loan will be repaid at a rate of 3.5 hours per pay period. Should the employee leave the service of the County prior to repaying the loan, he/she will contribute first any accumulated sick leave, then compensatory time, and then vacation leave toward repayment of the loan. The value of any remaining hours will be deducted from the employee's last paycheck, as authorized in the sick leave loan application, and any remainder shall be repaid by the employee. A maximum of four work weeks in any 3-year period may be awarded. An employee may receive a second loan to be combined with the first loan up to the maximum number of weeks stated above.

I. SICK LEAVE DONATION. Employees may, on a voluntary basis, donate a calendar year maximum of forty (40) sick leave hours to another employee on medical leave. Such donations must be coordinated through the Assistant County Administrator. The employee receiving the donation shall not be responsible for repaying any sick leave donations. Donated hours in excess of the amount needed shall remain with the donee, and will not be returned to the donor.

1. Eligibility. Employees donating hours must have sufficient sick leave accumulated to retain at least eighty (80) hours of sick leave after the donation. The employee receiving the donation must have depleted all other paid leave, including sick, vacation and compensatory hours, and have requested and used the maximum sick leave loan from the County (if eligible) (see Section 9.3H) prior to receipt of the donation.

2. Calculation. The Assistant County Administrator shall convert the number of sick hours using the regular rate of pay for each of the employees.

3. Well Leave. Sick leave donations will not affect well leave.

4. Limit. An employee may not receive more than ten (10) weeks of donated sick or vacation leave over a two (2) calendar year time period.

9.4 WELL LEAVE

A. ACCRUAL. Employees who are eligible for sick leave will receive additional hours of pay or vacation leave for every six (6) consecutive pay periods in which no sick leave is used. Full time employees will receive five (5) hours, and part time employees will receive two and one-half (2.5) hours. The Department Head will have the discretion to determine whether well leave hours will be paid in cash or in vacation leave.

B. USE OF SICK LEAVE. Employees may use up to one (1) work week's worth of sick leave in a payroll year (defined as the payrolls falling within the calendar year) without interrupting the well leave accrual process. After the use of one (1) work week's use of sick leave, any further use of sick leave in that payroll year will cause the well leave credit to return to zero (0). For purposes of well leave, the value of a work week is considered to be 42.5 hours for full time employees, and the pro-rated value (based on the position's FTE) for part time employees.

9.5 MILITARY LEAVE. Douglas County provides military leave for training and service performed by a member of any governmental military organization in compliance with the Uniform Services Employment and Reemployment Rights Act (USERRA).

A. COPIES OF MILITARY ORDERS. Copies of the employee's military orders will be submitted to the Department Head prior to the employee's departure.

B. PAY AND BENEFITS. When on military leave, an employee will not receive regular pay. However, the employee may choose to use accumulated vacation leave. The employee will continue to accrue leave benefits for ninety (90) days; the County's portion of the health insurance premium for the employee will continue to be paid for a period of ninety (90) days (the employee will be responsible for paying his/her portion of the premium during that period). After 90 days, the employee will be responsible for paying the premium for health insurance coverage or may discontinue coverage until the employee returns to work.

C. SCHEDULING. If possible, the employee should attempt to schedule military training so that it does not interfere on a regular basis with the employee's work schedule.

D. RETURN TO WORK. Employees will be expected to return to work within two (2) weeks of release from active military duty, or as specified by USERRA.

9.6 CIVIL LEAVE. Classified and Classified Exempt employees (including introductory employees) will be given time off without loss of pay for the reasons outlined below. An employee is expected to return to work one (1) hour after release from Civil Leave, unless other arrangements are made with the Department Head.

A. JURY DUTY. The employee must provide notice to the Department Head that he/she has been called for jury duty. In order to receive full wage compensation, the employee will submit to the Department Head all jury fees received.

B. WITNESS IN COURT. An employee will be given necessary time off when appearing in court as a witness as the result of a subpoena, a copy of which will be provided to the Department Head. In order to receive full wage compensation, the

employee will submit to the Department Head any witness fees received.

9.7 FAMILY MEDICAL LEAVE

A. DESCRIPTION. Pursuant to the Family Medical Leave Act, Family Medical Leave is available for employees who must take off work for a prolonged period due to Family Leave (birth, adoption of a child, placement of a foster child in the home) or Medical Leave (a serious medical condition of the employee, or a serious medical condition of a family member, defined as spouse, son, daughter, or parent, but not parent-in-law). This leave does not guarantee pay, but it does preserve the job of the employee for up to twelve weeks. The employee is limited to one twelve-week leave of Family Medical Leave in a rolling twelve month period, starting from the first day of the employee's Family Medical Leave. The FMLA definition of "serious health condition" and additional information including the "Notice of Employee Rights and Responsibilities" is available from the Assistant County Administrator.

B. ELIGIBILITY. The employee must have at least twelve (12) months of service and 1250 hours over the previous twelve (12) months with the County prior to commencing leave. When requesting Family Medical Leave, the employee must notify both his/her Department Head and the Assistant County Administrator. The County will notify you of your eligibility in writing once a request has been made.

C. FMLA LEAVE MAXIMUMS. Employees may request up to a maximum of twelve weeks off in a year, such year (or twelve month period) to begin with the date of the first day off work under approved Family Medical Leave. Employees must make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations. Qualifying leave may also be taken on an intermittent basis.

D. FORMS. The employee must complete the Family Medical Leave Act Certification Form provided by the Assistant County Administrator; the Form requires information from the medical provider. The form must be submitted within 15 calendar days after our request unless it is not practicable under the particular circumstances to do so despite your diligent, good faith efforts. After submission of this completed form to

the County, the Assistant County Administrator will notify the employee in writing of approval or non-approval of the request with a Designation Form.

E. PAY. The employee will be required to utilize, in the following order, accumulated sick leave, then accumulated compensatory time, and then accumulated vacation leave prior to going on leave without pay. The employee may also request a sick leave loan (see Section 9.3H).

F. BENEFITS.

1. Vacation and Sick Leave. Vacation and sick leave accrual will continue for a period not to exceed twelve weeks.

2. Health Insurance. The County's portion of the health insurance premium for the employee will continue to be paid for a period of twelve weeks, after which the employee will assume responsibility for the full premium pursuant to the guidelines established by COBRA, or discontinue coverage. It will continue to be the employee's obligation to pay his/her portion of the premium directly to the Administrative Services Department during the twelve week period. Failure to pay the employee portion of the health insurance premium will result in loss of coverage; however, before coverage is dropped, the County will provide written notice to the employee that the payment has not been received at least 15 days in advance of termination of coverage.

3. Other Benefits. Employees should contact the County Clerk's Payroll Office for information about coverage by life insurance while on leave without pay.

G. EXTENSION OF FAMILY MEDICAL LEAVE. Should the employee be unable to return to work on the date specified in the Family Medical Leave documentation, it shall be the employee's responsibility to request an extension from the Assistant County Administrator. The Assistant County Administrator will be required to respond to such a request in writing. In no case, however, will the Family Medical Leave be extended beyond twelve weeks.

H. MEDICAL RELEASE. The employee on leave for their own serious health condition will be requested to submit a release to return to full duties from the employee's medical provider prior to returning to work.

J. FMLA EXPANDED FOR MILITARY FAMILIES. There are special provisions that expand the leave available under FMLA for employees who are a family member of a servicemember in the armed forces or eligible veteran. Expanded FMLA leave is available for family members of a servicemember under the following circumstances:

1. Caregiver Leave for Injured Servicemember. An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the closest blood relative of a covered servicemember) shall be entitled to a total of twenty-six (26) work weeks of leave during a twelve month period to care for a covered servicemember or eligible veteran in a single 12-month period. A covered servicemember is a member of the armed forces, including the national guard or reserves, who has a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the servicemember medically unfit to perform his/her duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability list for a serious injury or illness that occurred while on active duty. An eligible veteran is a veteran who has a serious injury or illness that was incurred or aggravated while on active duty in the Armed Force and the veteran was discharged within five (5) years of when the condition occurred.

2. Family Leave due to Qualifying Exigency. An eligible employee may use up to 12 weeks of FMLA leave for any qualifying exigency arising from a spouse, son, daughter, or parent who is either on active duty in the armed forces, or who has been notified of an impending call or order to active duty in the armed forces or is being deployed with the Armed Forces to a foreign country. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA leave for qualifying exigency is not an addition to the standard FMLA twelve week entitlements; rather it constitutes additional qualifying basis for FMLA leave.

Employees will need to notify the Assistant County Administrator and complete the relevant Certification form to initiate FMLA leave for military families.

J. NO OUTSIDE EMPLOYMENT WHILE ON FMLA LEAVE. Employees on FMLA paid or unpaid leave are prohibited from working any outside employment while benefits are maintained by Douglas County.

9.8 DOMESTIC VIOLENCE OR SEXUAL ASSAULT LEAVE. Douglas County will comply with the Kansas Domestic Violence Leave Act pertaining to leave granted to an employee who is a victim of domestic violence or sexual assault. Employees may take sick, vacation, and/or compensatory accrued paid leave or leave without pay not to exceed eight (8) days per calendar year as provided by the Act.

9.9 FUNERAL LEAVE

A. FAMILY MEMBERS.

1. Employees will be allowed three (3) work days of funeral leave for the following family members: Spouse, Sibling, Parent, Child (including foster child), Grandparent, Grandchild, and in-laws, step, and great relationships of these relatives.

2. Employees will be allowed one (1) work day of funeral leave for the following family members: Niece, Nephew, Cousin, Aunt, Uncle and in-laws and step relationships of these relatives.

Should the employee require more the above number of days, and with the approval of the Department Head, the employee may utilize accumulated compensatory time, accumulated vacation leave, or authorized leave without pay.

B. CO-WORKERS. Employees may be allowed a minimum of two (2) hours off with pay to attend the funeral of a co-worker or a former co-worker. Extensions of this time may be granted at the discretion of the Department Head.

9.10 WORK INJURY LEAVE. Douglas County provides Worker's Compensation benefits for all employees who are injured on the job in accordance with Kansas statutes.

A. NOTIFICATION. All accidents and incidents must be reported to the employee's supervisor immediately; the supervisor or Department Head must report the incident to the Assistant County Administrator within one (1) work day.

B. PHYSICIANS. All Douglas County employees injured in the course of employment will use the County appointed physicians.

C. RETURN TO WORK. A County employee who has experienced a work injury which required medical attention must have a signed release from the County physician in order to return to work. Exceptions may be authorized by the Assistant County

Administrator. The employee will be expected to report to work on the day specified by the physician.

D. PROCEDURE WHEN INJURED.

1. Notification. Following notification and treatment, the employee and supervisor must complete the Work Injury Report Form. The form will be forwarded to the Assistant County Administrator by the Department Head.

2. Treatment. For minor injuries, the employee will be directed to the County physician for treatment. The employee will not use the hospital emergency room for minor injuries that occur during regular business hours. For major injuries, an ambulance will be summoned immediately and the employee will be transported to the appropriate hospital (as determined by the paramedics) for treatment. Under no circumstances will a seriously injured employee be transported to the emergency room by County or personal vehicle.

3. Medical Expenses. All medical expenses incurred as a result of a work injury will be paid by Douglas County, except if the employee refuses to use the County physicians (see Kansas statutes). The employee will also be required to purchase all pharmaceuticals from the pharmacy with which the County contracts for this service.

E. COMPENSATION.

1. First Week. Under Kansas statutes, the first week off due to a work injury is not compensable until the employee is off three (3) consecutive weeks. An employee who has a work injury may use accumulated sick leave, compensatory leave, or vacation leave during that week, or may choose to be on leave without pay.

2. Subsequent Weeks. Beginning on the first day of the second week, and continuing until the employee returns to work, Douglas County will pay total and temporary disability to the employee in the amount of two-thirds (2/3) of the employee's average weekly wage up to the maximum established by Kansas statutes. It will be assumed for the administration of compensation to the employee that the employee elects to use accumulated sick leave (and vacation leave when sick leave is depleted) to bring the total compensation up to the amount equal to a full paycheck. The employee may elect not to use sick

leave by contacting the Assistant County Administrator. The worker's compensation checks will be available in the Administrative Services Department on regular pay days.

F. ACCRUAL OF LEAVE BENEFITS. An employee will continue to earn sick leave and vacation leave benefits while off on a work injury for a period of six (6) months.

9.11 NO OUTSIDE EMPLOYMENT WHILE ON LEAVE. Employees on FMLA or other types of paid or unpaid leave (except Military leave) are prohibited from working outside employment while benefits are maintained by Douglas County.

9.12 HOLIDAYS.

A. PERSONAL DISCRETIONARY DAYS. The Board of County Commissioners may include in the list of holidays one or more Personal Discretionary Days. To be eligible for a personal discretionary day, an employee's status must be full time or part time with benefits, with an employment date on or before October 1 of that year. Employees hired after June 30 of that year (but before October 1) are only entitled to one (1) personal discretionary day. Personal discretionary days are equal to one normal work day, and must be taken all at one time (may not be split into hours). Personal discretionary days must be scheduled in advance through the employee's supervisor and according to departmental procedures, and must be utilized during the calendar year for which it was authorized and PRIOR to the first day of the last pay period in December for which a pay check is issued during the next calendar year.

B. NON-SHIFT WORKERS. All Classified and Classified Exempt employees and Elected Officials of the County will receive their regular compensation for days proclaimed as holidays, including personal discretionary days, by the Board of County Commissioners.

1. Value of Holiday Pay. Holiday pay is defined as 1-1/2 times the employee's regular rate of pay.

2. Required to Work on Holiday. Employees who are required to work on authorized holiday will be compensated at their regular rate for the holiday, plus holiday pay for each hour worked.

3. Forfeit of Holiday Pay. An employee will forfeit his/her right to compensation for the holiday if he/she has an unauthorized absence on the last regular work day preceding such holiday or on the first regular work day following the holiday.

C. SHIFT WORKERS. For purposes of holiday pay, July 4 (Independence Day), December 25 (Christmas Day), and January 1 (New Year's Day) will be considered the authorized holidays and not any other day designated by the Board of County Commissioners to recognize those specific holidays. The holiday will be considered to be the day on which the employee works the most hours. For example, an employee whose shift begins at 11:00 p.m. on December 25 will NOT be paid holiday pay for that shift; the employee who shift begins at 11:00 p.m. on December 24 WILL be paid holiday pay for that shift.

1. Value of Holiday Pay. Holiday pay is defined as 1-1/2 times the employee's regular rate of pay.

2. Required to Work on Holiday. Employees who are required to work on an authorized holiday will be compensated at their regular rate for their work day, plus holiday pay for hours actually worked.

3. Holiday While on Leave. Employees on authorized leave status will receive compensation for the holiday which will not be charged to vacation or sick leave. An employee who receives approval for use of vacation on a holiday for which he/she was scheduled to work shall be paid regular hours charged to holiday and not to vacation.

4. Employees Scheduled Off on Holiday. Shift personnel whose regular non-work day falls on a holiday will have their accumulated vacation leave increased by one (1) regular work day.

5. Forfeit of Holiday Pay. Any employee will forfeit his/her right to compensation for the holiday if he/she has an unauthorized absence on the last regular work day preceding such holiday or on the first regular work day following the holiday. An employee also forfeits holiday pay if the employee uses sick leave on the holiday.

D. UNCLASSIFIED POSITIONS. Unclassified employees will receive compensation for the holiday only if they work that day. Time will be paid at the regular rate (no holiday pay will be applied).

9.13 CURTAILMENT OF SERVICES. The duty of all County officials and employees is to serve the public. There may be situations, however, when those services can be minimized to protect the welfare of employees. Examples may be inclement weather, power outages, etc. Under any but the most extreme weather conditions, all County offices will be open and staffed by as many employees as the Department Head deems necessary to serve the public's need under the conditions then in effect.

A. ANNOUNCEMENT. If it is necessary to close facilities due to inclement weather or other conditions, it will be the responsibility of the County Administrator or his/her designee to make that announcement. Employees will be paid for those days. If the County offices are open and are forced to close early, all employees who reported to work will be paid for the full day. In instances where some employees are required to remain at work and others have been released (with pay) to leave, those employees remaining at work will be paid for hours worked and, in addition, will receive paid time off at a later date equal to the time off received by the employees who were released early; in the case of shift workers, the hours will be added to their accumulated vacation leave. In every instance, the decision to curtail County services will be based on local weather, road conditions, current weather forecast information, the status of the utility service to the offices, or any other emergency situation.

B. NO ANNOUNCEMENT. If the announcement is not made and employees do not come to work, that work day will be charged to the employee's accumulated vacation leave or leave without pay, at the discretion of the Department Head. In order for this to be an authorized absence, the employee must call his/her supervisor within one-half (1/2) hour of the beginning of the work day (or in accordance with departmental policy).

C. VACATION/SICK LEAVE ADJUSTMENTS. If an employee is on authorized vacation or sick leave and the facilities are closed, the amount of vacation or sick leave used will be adjusted to reflect only the time the facilities were open.

9.14 OVERTIME POLICY (FAIR LABOR STANDARDS). It is the County's policy to comply with the requirements of the Fair Labor Standards Act (FLSA). Therefore, the County prohibits all improper deductions from the salaries of exempt employees and requires compliance with the FLSA for overtime pay. If an employee believes that an improper deduction has been made to his/her salary, or that the employee has not been paid the correct amount of overtime, the employee should immediately report this to his/her supervisor or the Assistant County Administrator. Reports of improper deductions or overtime payments will be promptly investigated. If it is determined that an improper deduction or overtime payment has occurred, the employee will be reimbursed.

A. ELIGIBILITY. It is the policy of Douglas County that overtime work is not encouraged and will be avoided when possible. Overtime work must be approved in advance by the Department Head or other appropriate supervisor. An employee working unauthorized overtime may be subject to disciplinary action.

B. COMPENSATION. Two types of pay are available for overtime hours:

1. Cash. The employee will receive cash compensation at a rate of one and one-half (1-1/2) times the employee's regular rate of pay.

2. Compensatory Pay. The employee will receive one and one-half (1-1/2) hours of compensatory leave for each "overtime" hour worked. Department Heads may, at their discretion and with the approval of the Assistant County Administrator, establish maximum accumulation limits, not to exceed 480 hours for employees in public safety positions and 240 hours for other employees.

The availability of compensatory time will be determined by each Department Head. Should a Department Head allow the employees to choose the type of compensation, the employee and the Department Head must sign documentation of the choice, and the documentation must be forwarded to the Assistant County Administrator.

C. UTILIZATION. Approval of employee requests for use of compensatory time will be at the discretion of the Department Head. Requests will be granted within a reasonable period and must not unduly disturb the operations within the department. Department Heads, with the approval of the Assistant County Administrator, may pay out the value of the compensatory time accumulation to employees at any time.

9.15 LEAVE WITHOUT PAY. The Department Head may, at his/her discretion, authorize Leave Without Pay if the employee has utilized all accumulated vacation, compensatory and, if appropriate, sick leave for circumstances which the Department Head deems warranted. The Department Head must notify the Assistant County Administrator of all approved Leave without Pay. Unless otherwise approved in writing by the Assistant County Administrator, such leaves are limited to thirty calendar days. If appropriate, the employee must submit a request for Family Medical Leave (Section 9.7). Unless specifically authorized by the Department Head, time off without pay will be considered as an unauthorized absence (see Section 5.13).