



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Leave of Absence with Pay	AUTHORIZED BY:
POLICY : B-12	PAGE: 1 of 1
ISSUED: August 1, 1984	REVISED: January 1, 1990

I. Guidelines

- A. An employee shall be granted time off with compensation under the following circumstances:
- (1) In compliance with a subpoena to appear in court or before a judge, any legislative committee or any officer, board or body authorized to conduct any hearing or inquiry, except when the employee is a plaintiff or defendant in a cause of action not arising out of employment, or for jury service.
 - (2) For participation in promotional examinations held by the Personnel Division, for positions in the division of service in which the individual is employed or in other examinations or promotional selection procedures which are offered or required by the division of service in which the individual is employed.
- B. An employee may be granted time off from duty with compensation for any of the following reasons:
- (1) Attendance at professional conferences, institutes, or meetings when such attendance may be expected to contribute to the betterment of the service.
 - (2) Attendance at in-service training and other courses designed to improve the employee's performance or to prepare the employee for advancement.
 - (3) Absence, not to exceed five consecutive work days, due to the bereavement of an employee as a result of the death of the employee's spouse, child, sibling, parent, grandparent, or grandchild, and spouse's child, parent, grandparent, or grandchild, or a member of the employee's household. The final decision concerning the applicability and length of such leave shall rest with the appointing authority. Other absences due to the death of loved ones, when approved by the appointing authority, shall be charged to an employee's accumulated annual or compensatory leave.
 - (4) Because of extraordinary reasons, sufficient in the opinion of the appointing authority to warrant such time off with compensation.

II. Documentation

Use of established leave request forms is the usual method of documentation for request and approval of leave of absence with pay.