





**North Central Health District
County Board of Health
POLICY # HR - 214
MISCELLANEOUS LEAVE/TIME POLICY**

Approval:		1-13-16
	Marsha W. Stone, District Human Resources Director	Date
		1/13/16
	Dr. David Harvey, District Health Director	Date

1.0 PURPOSE

This policy contains guidelines for absence due to disaster volunteer leave, organ donation leave, bone marrow donation leave, and blood donation, educational leave, voting time and court leave.

1.1 AUTHORITY – The County Board of Health (CBOH) Miscellaneous Leave/Time Policy is adapted from the Department of Public Health (DPH) Policy HR-03428 and is published under the authority of CBOH and in compliance with the following:

1.1.1 Official Code of Georgia Annotated (OCGA), Sections:

State Law (O.C.G.A. §38-3-90 et seq. - Disaster Volunteer Leave)

State Law (O.C.G.A. §45-20-31 - Organ/Bone Marrow Donation Leave)

State Law (O.C.G.A. §45-20-30 - Blood Donation Time)

State Law (O.C.G.A. §45-20-32, Section (17) – Educational Support Leave)

1.1.2 Rules of the State Personnel Board

2.0 SCOPE

This policy applies to all CBOH employees in District 5-2 North Central Health District (NCHD).

3.0 POLICY

The policy of the CBOH is that paid and/or unpaid leave/time is available to eligible employees who are absent from work for disaster volunteer leave, organ donation leave, bone marrow donation leave, blood donation, educational leave, voting time and court leave.

County Board of Health	Policy No.	HR - 214		
POLICY AND PROCEDURES	Effective Date:	1/13/16	Revision #:	0
(INSERT POLICY NAME)	Page No.	Page 2 of 7		

4.0 DEFINITIONS

- 4.1 Organ** – a human organ, including an eye, kidney, etc. that can be transferred from the body of one person to the body of another.
- 4.2 Pheresis** – is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.

5.0 RESPONSIBILITIES

Human Resources (HR) is responsible for issuing and updating procedures to implement this policy.

6.0 PROCEDURES

6.1 DISASTER VOLUNTEER LEAVE

- 6.1.1** Employees who are pre-registered volunteers of a disaster services organization such as a Federal Disaster Response program (ex. DMORT, DMAT, etc), Federally recognized Non-Governmental Organization (ex. American Red Cross, etc), GEMA affiliated program (ex. Incident Management Team, Community Emergency Response Team, etc), or ServGA affiliated program (ex. Medical Reserve Corps, Georgia Nurse Alert System, etc) are eligible for leave with pay in order to participate in specialized disaster relief activities based on the following conditions.
- 6.1.2** There must be a disaster within Georgia or a neighboring state with a reciprocal agreement that has been declared by the President or a State Governor. Situations beyond these geographic boundaries will be considered on a case-by-case basis.
- 6.1.3** The employee must have received a documented call for volunteers from your recognized volunteer agency.
- 6.1.3.1** Employees are to submit written requests for disaster volunteer leave along with supporting documentation to their supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis by the District Health Director (DHD).
- 6.1.4** Disaster volunteer leave may be granted for up to fifteen (15) workdays (not to exceed 120 work hours) in a 12-month period.

County Board of Health	Policy No.	HR - 214		
POLICY AND PROCEDURES	Effective Date:	1/13/16	Revision #:	0
(INSERT POLICY NAME)	Page No.	Page 3 of 7		

6.1.5 Employees who do not qualify for disaster volunteer leave, but want to participate in disaster relief activities, may request to use annual leave, personal leave, compensatory time or leave without pay.

6.2 ORGAN DONATION LEAVE

6.2.1 A leave of absence with pay for thirty (30) calendar days will be granted to employees who donate an organ for transplantation.

6.2.2 Employees requesting leave to donate an organ must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating an organ for transplantation.

6.2.3 If the organ donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.

6.3 BONE MARROW DONATION LEAVE

6.3.1 Leave of absence with pay for seven (7) calendar days will be granted to employees who donate bone marrow for transplantation.

6.3.2 Employees requesting leave to donate bone marrow must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating bone marrow for transplantation.

6.3.3 If the bone marrow donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.

6.4 BLOOD DONATION

6.4.1 Employees are to be allowed time during work hours to donate blood, blood platelets or granulocytes (white blood cells) through the pheresis process.

6.4.2 Employees must request and receive prior approval from their supervisors to be away from the work area for blood donation. Supervisors may schedule the time to be used for this purpose based on the needs of the organization.

County Board of Health	Policy No.	HR - 214		
POLICY AND PROCEDURES	Effective Date:	1/13/16	Revision #:	0
(INSERT POLICY NAME)	Page No.	Page 4 of 7		

6.4.3 Time away from work is for the purpose of donating blood, platelets or granulocytes and to recover from the donation. Employees who do not use the time allowed, as specified below, at the time of each donation, do not accrue any right to additional absence or payment.

- Up to two (2) hours per donation [no more than eight (8) hours per year] may be granted when employees donate blood.
- Up to four (4) hours per donation [no more than sixteen (16) hours per year] may be granted when employees donate blood platelets or granulocytes through the pheresis process.

6.4.4 Employees who donate blood, platelets or granulocytes on non-work time are not to receive time off from work due to the donation.

6.5 EDUCATIONAL SUPPORT LEAVE

6.5.1 To supplement work-life balance options for CBOH employees, CBOH provides up to eight (8) paid hours of leave per calendar year to eligible employees for the purpose of promoting education in Georgia including leave for job related education. Employees who would like to further their education in fields of study that benefit NCHD may apply for additional educational leave per policy NCHD–HR – 202. Such leave is in addition to, and not charged against, an employee’s accrued leave.

6.5.1.1 Such activities may range from early care and learning through higher education. CBOH maintains the authority to determine, in accordance with the provisions outlined in this Rule, whether an activity would qualify for education support leave.

Leave is designed to be used for active learning for the employee or support for education.

6.5.1.2 Employees must not receive pay for services they perform while using education support leave.

6.5.1.3 Employees must receive prior approval from their supervisor before providing the services for which they are requesting education support leave. CBOH has discretion to require written verification from a school administrator, teacher, or other official prior to approval.

6.5.1.4 CBOH maintains discretion to approve or deny requests for education support leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work

County Board of Health	Policy No.	HR - 214		
POLICY AND PROCEDURES	Effective Date:	1/13/16	Revision #:	0
(INSERT POLICY NAME)	Page No.	Page 5 of 7		

performance. CBOH will ensure that denials are applied consistently for all similarly situated employees.

6.5.1.5 Use of education support leave for any political purpose or agenda is prohibited.

6.5.2 Eligibility: All eligibility criteria defined below must be met in order to qualify for education support leave.

- Must be a non-temporary, full-time employee of CBOH
- To be used only for activities directly related to student achievement and academic support.
- Employees cannot currently be on **FMLA**.
- Employee may be, but is not required to be, the parent of a student.

6.5.3 Education support leave may be taken in increments of less than 8 hours utilizing the same minimum period in increments of fifteen (15) minutes as established for other forms of paid leave.

6.5.4 Education support leave does not accumulate, and unused leave does not rollover into subsequent calendar years. Rather, eligible employees may use education support leave for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.

6.5.5 Employees can use no more than 8 paid hours of education support leave in a calendar year regardless of transfer from one state employer to another. Each CBOH employer is responsible for conducting due diligence to ensure an employee has not exhausted education support leave prior to approving the paid leave.

6.5.6 Education support leave carries no cash value if unused. There will be no payout for unused education support leave upon termination.

6.5.7 Educational support leave cannot be substituted for any other type of leave including sick leave for a medical condition.

6.6 VOTING TIME

6.6.1 Employees are encouraged to vote. If a full-time employee's work schedule does not allow at least two (2) hours either before or after work

County Board of Health	Policy No.	HR - 214		
POLICY AND PROCEDURES	Effective Date:	1/13/16	Revision #:	0
(INSERT POLICY NAME)	Page No.	Page 6 of 7		

to vote, the difference in time may be granted to employees for voting purposes. This time is not charged to annual leave, personal leave, compensatory time or leave without pay.

- 6.6.2 Employees not eligible for voting time according to 6.6.1 may request to use accrued annual leave, personal leave, compensatory time or leave without pay to vote.

6.7 COURT LEAVE

- 6.7.1 Court leave is available to eligible employees on all days that employee is summoned for jury duty, subpoenaed or otherwise ordered to attend a judicial proceeding by any federal, state or local court. Court leave may also be used for out-of-state proceedings.

- 6.7.2 Classified and unclassified employees who are scheduled to work on a day they are ordered to attend a judicial proceeding are eligible for court leave, unless they are litigants, defendants or other principal parties or have any other personal or familial interest in the proceedings.

6.7.2.1 Employees, who are **not eligible** for court leave, due to being litigants, defendants or other principal parties or for having other personal or familial interest in the proceedings, may request to use annual leave, personal leave, compensatory time or leave without pay in order to attend judicial proceedings.

6.7.2.2 Employees who are required to appear in court on behalf of NCHD are in work status and are not to be placed on court leave.

- 6.7.3 As soon as employees become aware of the need for court leave, they must provide documentation (e.g., a copy of the summons, subpoena or other judicial order) to their supervisor as a prerequisite for approval of court leave.

- 6.7.4 Court leave includes the time that an employee's presence is actually required by the judicial proceeding and any reasonable time needed to prepare for and recuperate from the ordered duty.

- 6.7.5 Employees are required to report back to work as soon as they are released from jury duty or other court ordered appearance. Management may require verification from the court showing the time served. A failure to make a timely return from court leave is treated as an unexcused absence.

County Board of Health	Policy No.	HR - 214		
POLICY AND PROCEDURES	Effective Date:	1/13/16	Revision #:	0
(INSERT POLICY NAME)	Page No.	Page 7 of 7		

6.7.6 Employees will not be discharged, disciplined or otherwise penalized because of absences from work for the purpose of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process which requires attendance at judicial proceedings. In addition, court leave is to have no effect on performance evaluations.

6.7.7 Eligible employees will receive pay while on jury duty for the days they are otherwise scheduled to work. Employees will be paid only for the time they are required to appear by the court, plus any additional time that is reasonably necessary, in the opinion of the agency, for the employee to prepare for or return from jury duty. Employees will not receive any compensation for time spent serving as a juror that exceeds the employee's regularly scheduled duty hours.

6.7.7.1 Eligible nonexempt employees will receive their straight time base pay rate times the number of hours they would otherwise have worked.

6.7.7.2 Exempt employees will receive their normal salary. Employees may keep any juror fees and travel allowances they received from the Court.

7.0 For cross reference leave purposes refer to HR-03421 Administration of Employee Leave Program Policy.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	1/13/16	Initial Issue

9.0 RELATED FORMS

None