



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Oct. 17, 2002

2.5

Council Personnel

Leave

1. Except as otherwise provided herein, Rule 3.20 of the Rules of the Prosecuting Attorneys Council, relating to Annual, Sick and Miscellaneous Leave, shall apply to the Council staff.
2. Temporary Emergencies
 - (a) If the Executive Director, or his or her designee, believes that existing or imminent weather conditions or other appropriate circumstances warrant the closing of an office or facility, may excuse from duty the employees directory affected by such conditions for such time as may be necessary. Such excused time shall be without loss of pay.
 - (b) Employees who are not directly affected by the conditions described in paragraph a, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for the employees directly affected.
 - (c) Employees who are required to work additional time because of the closing of an office or facility shall be compensated under provisions by the Council for the granting of compensatory time.
3. Administrative Time.
 - (a) Non-FLSA employees shall not be permitted to accumulate overtime and that no non-FLSA employee shall be permitted to accumulate compensatory time.
 - (b) Effective July 1, 1993, it shall be the policy of the Prosecuting Attorneys' Council to give each Council non-FLSA employee forty (40) hours of leave per year to compensate that employee for additional duties, responsibilities and hours worked beyond the forty-hour work week. This forty (40) hours of leave shall be in addition to the standard annual leave earned by the Council employee pursuant to the annual leave policy of the State of Georgia and/or the Prosecuting Attorneys' Council.
4. Conversion of Sick Leave to Personal Leave
 - (a) Authority O.C.G.A. 15-18-19.



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- (b) Employees who have accumulated more than 120 hours of sick leave as of November 30 of any year, may convert up to 24 hours of the accumulation in excess of 120 hours to personal leave. Written notification of such conversion shall be provided the appointing authority no later than December 31 of that year.
- (c) Personal leave shall be available for use by an employee during the calendar year following the year of conversion.
- (d) Personal leave may be used by the employee for personal reasons upon approval of the appointing authority.
- (e) Employees shall normally be required to provide a 24 hour advance notice of intent to use personal leave.
- (f) Once an employee's election to convert sick leave to personal leave has been verified by the appointing authority, such election shall be irrevocable.
- (g) Personal leave shall be forfeited and not restored to the employee if not used by December 31 of the year in which such leave was available to the employee or upon termination of the employee during such year.