

# Prosecuting Attorneys' Council of Georgia



## Delegation of Authority Personnel Absence Management

Pursuant to O.C.G.A. § 15-18-19 and Chapter 3 of the Rules of the Prosecuting Attorneys' Council of GA, I hereby authorize (Employee Name), (Employee Title), to approve or deny employees' absence requests, review leave balances, track leave history and make absence requests on behalf of my employees, using the Teamworks Absence Management system.

This authority shall remain in effect until revoked in writing or until such time as I no longer hold the position of District Attorney.

Name of Designee	Position	Signature

This \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
District Attorney

\_\_\_\_\_  
Judicial Circuit

The undersigned acknowledges that, by virtue of this delegation of authority, he/she is authorized to act on behalf of the District Attorney for this Judicial Circuit in the manner described above and this authorization may not be delegated to any other person. The undersigned further acknowledges that to perform these duties, he/she may be given access to state government computer systems or programs and that the user name and password assigned to him/her may not be shared with any other person. The undersigned also will comply with any user instructions or guides applicable to such computer systems or programs.

This \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

cc: Individual concerned  
Executive Director