

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: Support Services/Personnel	Reference Number: IVO10-0001	Revises Previous Effective Date: 02/01/01
Subject: Annual and Terminal Leave		
Authority: Donald/Owens	Effective Date: 12/15/06	Page 1 of 6

I. POLICY:

After proper request has been made by the employee and upon approval of the designated Appointing Authority, an eligible employee may use accrued "annual leave".

II. APPLICABILITY:

All employees of the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

- A. State Personnel Board Rules
 - 18.200 Annual Leave and Terminal Leave
 - 18.302 Restoration of Forfeited Leave

 - 12.207 Release from Employment
- B. GDC Standard Operating Procedure
 - IVO10-0005 Sick Leave

 - IVO10-0009 Request for Leave Form

 - IVO10-0011 Family Leave

 - 1VO10-0012 Leave Donation Program
- C. O.C.G.A. 45-20-16 Accrual and Usage of Leave

IV. DEFINITIONS:

- A. Annual Leave: A period of absence taken by an eligible employee in accordance with the provisions of this policy. Annual leave is generally used for vacations or any other time necessary for the employee to be absent from work to attend to

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personal business.

- B. Eligible Employee: An individual who works 30 hours or more, on a leave-earning position, and is not receiving benefits under the Employees' or Teachers' Retirement Systems of Georgia.
- C. Local Leave Procedure: The Appointing Authority's formal, written procedure authorizing designees to accept and/or approve employees' leave requests; properly route leave requests pending approval; timely submit approved/denied leave requests to the local Personnel Office; and follow other procedures deemed necessary.
- D. State Department/Agency: Distinct divisions or subdivisions of state government, which are legally authorized to appoint employees to positions, excluding AUTHORITIES and Public Corporations. Department/Agency shall include agencies assigned to departments for administrative purposes (e.g, Public Health, Department of Family and Children Services, Community Service Boards, etc.).
- E. Terminal Leave: Accrued and unused annual leave which has not been forfeited. Payment of terminal leave is due upon an employee's separation from employment by resignation, dismissal, retirement, death or in any other manner.

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IV. ATTACHMENTS:

None

V. PROCEDURE:

A. ANNUAL LEAVE

1. An employee must request annual leave in accordance with the most recently published **LOCAL** leave procedure.
2. **Final approval/disapproval for the use of annual leave remains with the designated Appointing Authority.**
3. An employee whose absence is due to personal disability or to care for a disabled family member, or the birth or placement of a child, may request the use of annual leave when sick leave has been exhausted.
4. Annual leave should be requested and approved in advance, except when an emergency prevents either the advance request or approval from occurring. In emergency situations, the designated Appointing Authority will determine whether the absence will be charged to annual leave or leave without pay.
5. Scheduling of annual leave is the responsibility of the Appointing Authority or designee, and should include consideration of workloads, shift coverage, and/or office coverage. Supervisors should direct employees with accrued compensatory time or holiday deferral to exhaust this leave prior to requesting the use of annual leave. Reasonable efforts to accommodate employee leave requests should be made; however, use of annual leave is not an entitlement. Therefore, an Appointing Authority or designee is not obligated to grant annual leave for a requested time period if granting the leave would adversely affect daily business operations. **(For example, disruption of work schedules; shift or office coverage; inconvenience to the workforce or the public; employee's failure to fulfill total work**

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responsibilities; or demonstrated excessive or abusive use of "any" leave; etc.)

NOTE: The approval/disapproval of leave by the Appointing Authority is not grievable.

6. Annual leave is earned on a semi-monthly basis by employees who are eligible for leave benefits. An eligible employee must be in pay status for a minimum of 40 hours during a pay period to earn annual leave for that pay period. Annual leave is accrued on the 15th day and the last day of the month provided the employee is in pay status for the requisite number of hours each payperiod. **Accrued leave is not available until the first day of the next payperiod (16th and 1st).**

Annual leave is accrued at the following rates:

LENGTH OF SERVICE	SEMI-MONTHLY ACCRUAL
0 through 60 months inclusive	5 hours per payperiod
61 through 120 months inclusive	6 hours per payperiod
121 months and over	7 hours per payperiod

Accrual of annual leave at the increased rate begins on the first day of the pay period following completion of the required months of service. An employee's length of service is computed from current, continuous, and unbroken service.

7. An eligible employee in pay status for less than 40 hours during a pay period will NOT accrue annual leave for that pay period.
8. Annual leave may accumulate for a total of 360 hours. Any leave earned in excess of 360 hours will be forfeited, but may be restored to the employee under certain conditions, as provided in Paragraph 18.302 of the State Personnel Board Rules. Forfeited

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annual leave may be included in the requirement of 960 hours or more which may be applied toward calculation of creditable years of service once an employee is vested with the Employees' Retirement System of Georgia.

9. In the event of illness or disability which exhausts all available leave, including sick and compensatory time, the employee may request (through the Appointing Authority) restoration of as much forfeited leave as necessary to cover the period of illness or disability. Appointing Authorities must submit a request with recommendation, including a statement from the employee and medical certification from a licensed treating physician (M.D. or D.O.) outlining specific reasons and amount of leave to be restored to the Department Personnel Director. The Department Personnel Director, after reviewing the request and recommendation, will make the final determination.
10. Once the use of forfeited leave is approved, the local personnel representative is granted authority to use the approved number of forfeited leave hours directly from the forfeited leave plan. The Forfeited Leave Taken (FOT) code in the PeopleSoft system is used for this purpose.

B. TRANSFERRING ANNUAL LEAVE

1. An employee who transfers from another State Agency to a position in the Georgia Department of Corrections may transfer up to 360 hours of unused accrued annual leave and all forfeited leave, subject to documentation requirements of paragraph VI.B.3. Any amount of annual leave in excess of 360 hours shall be included in the forfeited leave balance.
2. Typically, units of Georgia state government, which are departments/agencies identified with a 300, 400 or 800 series identification number, may transfer leave (e.g. 467-GDC, 427-DHR, 414-DOE). Transfer of leave is not accepted from AUTHORITIES (which generally have a 900 series identification number).

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with the exception of Georgia Correctional Industries and the Georgia Building Authority.

NOTE: Transfer of leave from the State Department of Education (414) is accepted; however, leave from any county/city Boards of Education is not accepted.

3. The Personnel Office of the department/agency from which the employee is being transferred must provide a true and accurate statement certifying the balances of accrued and forfeited leave to be transferred before the leave will be credited to the employee. The local Personnel Office must complete a Verification of Leave Balance Form and forward to CPA for those separating from GDC. Accuracy in leave balances is essential.

C. PAYMENT OF ACCRUED ANNUAL TERMINAL LEAVE

1. When an employee is granted a leave of absence without pay for 30 days or more (under the provisions governing Regular or Contingent Leave Without Pay, or Military Leave), the employee may, upon written request, be paid in lump sum for all accrued annual leave not to exceed 360 hours.
2. Terminal leave payment cannot exceed 360 hours. Terminal leave will be paid no earlier than the second pay period following the effective date of separation.
3. When a separation date has been administratively set to permit the employee to be paid for terminal leave, the effective date of the separation will not be extended for the purpose of granting a holiday or an unanticipated non-workday occurring after the last day in pay status.
4. When an employee notifies the Appointing Authority of separation, the employee will not be continued on the payroll in leave with pay status for the purpose of increasing the current salary, increasing the rate of leave accrual or the rate at which accrued leave would be paid.