

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Personal Leave		
<b>Policy Number:</b> 104.39.11	<b>Effective Date:</b> 4/9/2020	<b>Page Number:</b> 1 of 2
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

All Georgia Department of Corrections (GDC) employees who have accumulated more than 120 hours of sick leave, as of November 30<sup>th</sup> of each calendar year, may convert up to 24 hours of sick leave in excess of 120 hours to Personal Leave.

**II. Authority:**

- A. O.C.G.A. § 45-20-16
- B. Ga Comp. R. & Regs. 478-1-.16

**III. Definition:**

**Personal Leave** - A maximum of 24 hours of accrued sick leave, which has been converted for personal use by an employee. This leave must be used prior to the end of the calendar year in which it was granted.

**IV. Statement of Policy and Applicable Procedures:**

- A. Eligibility for Conversion to Personal Leave:
  1. Employees who have accumulated a sick leave balance in excess of 120 hours are given the option of converting up to 24 hours of sick leave to Personal Leave once each calendar year. After a choice has been made and verified by the Appointing Authority (AA) designee, the conversion is irrevocable. (e.g. An employee who has the option of converting up to 24 hours, chooses to convert only 10 hours. The employee cannot convert the remaining 14 hours at a later date.)
  2. The State Accounting Office (SAO) will give notice to state agencies when the option to convert Personal Leave is available in PeopleSoft. CHRM will then notify all employees of when the process can begin.
  3. SAO will add a module to the Self-Service panel in PeopleSoft where employees can convert leave.
  4. Instructions will be sent by email to all employees from CHRM on how to convert Personal Leave.

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**B. Use of Personal Leave:**

1. Personal Leave is available for use January 1<sup>st</sup> through December 31<sup>st</sup> during the calendar year following the conversion request.
2. Personal Leave may be used for any reason by the employee with approval of the AA or designee. Employees should provide the AA with at least 24 hour advance notice for use of Personal Leave. The AA or designee must make every reasonable effort to accommodate requests to utilize Personal Leave.

Note: Employees may not use Personal Leave while they are receiving Georgia State Funded Wage Substitutes such as Workers' Compensation Wage and Loss Benefits. Employees must use available sick leave before using Personal Leave when the absence involves medical reasons that would qualify for sick leave.

3. The local HR Representative is responsible for posting Personal Leave taken.
4. Employees are not required to give specific reasons for requesting Personal Leave, unless the leave is for an unscheduled/emergency absence; the facility/office is short staffed or there is a legitimate need for the employee to be present; or if the employee is being monitored or has received disciplinary action for excessive usage or leave abuse.
5. Any outstanding Personal Leave not used by December 31<sup>st</sup> of each year will be lost and will not be restored to the employee.
6. The minimum period of Personal Leave that may be charged is 15 minutes.

**C. Transfer/Termination:**

1. When an employee transfers to another State agency, the Personal Leave balance will be transferred provided service is continuous.
2. If an employee terminates from State government employment, the employee will not receive payment for any unused Personal Leave.

**V. Attachments:** None.

**VI. Record Retention of Forms Relevant to this Policy:** None.