

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Georgia Correctional Industries	<b>Reference Number:</b> VIB01-0007	<b>Revises Previous Effective Date:</b>  7/30/96
<b>Subject:</b> Inmate Absences		
<b>Authority:</b> Wetherington/Watson	<b>Effective Date:</b> 9/01/01	Page 1 of  2

**I. POLICY:**

Inmate absences from their GCI work assignment will be allowed only for illness or for reasons deemed appropriate by the institutions.

**II. APPLICABILITY:**

G.C.I. Production Facilities.

**III. RELATED DIRECTIVES:**

NONE

**IV. DEFINITIONS:**

Inmate Absences: Any interruption of a full, realistic workday for any reason.

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

- A. An inmate, who has presented himself to sick call and is legitimately ill, will be considered excused from his job assignment for that specified time.
- B. The Production Manager will request from institutional staff information relating to all programs and services offered by the institution that may be legitimate causes for inmates to be excused from their work assignment. The information should include various types of programs, meeting times, duration, and overall purpose of program. Inmate requests to attend these functions that are not

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institutional or GDC required will be considered on an individual basis.

- C. Inmates who have a legitimate need to interact with specialized institution staff that are not available during non-working hours can be granted time off to make their appointments.
- D. Detailed reports indication lost time associated with inmate absences will be included in monthly status report.