

MADISON COUNTY, VIRGINIA

PERSONNEL POLICIES MANUAL

GENERAL LEAVE PROVISIONS

POLICY NO.	8.3	EFFECTIVE:	01/02/2024
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- A. Employees are responsible for obtaining approval from their supervisor before beginning any absence from work. Leave shall be requested by employees in advance and approved by their supervisor before discretionary leave can be taken. When circumstances allow (i.e., scheduling doctor appointments, elective surgery), sick leave shall also be requested and approved in advance. Otherwise, a sick leave request shall be completed and submitted for approval immediately upon the employee's return to work. Forms shall be provided by the County for the employee, the supervisor, and the employee's personnel file. Employees are responsible for maintaining records of all leave identified under this policy.
- B. To receive paid annual or sick leave for unscheduled absences, employees must notify their Department head within two hours of their regular starting time. In cases where the Department head is unavailable, employees should contact the County Administrator's Office. All departments are required to advise employees of their notification procedures.
- C. The calculation of paid time off accrual is based on the pay period. In order to accumulate paid time off, an eligible employee must be in a paid status for at least 7/8 of their standard hours in that pay period. For example, an employee whose schedule would normally be 80 hours during a pay period must be in a paid status for 70 or more hours to qualify for paid time off for that pay period.
- D. No employee shall be credited with annual leave for any overtime hours or compensatory hours worked, or while on a dock or leave without pay status.
- E. Charges for authorized leave shall be made on an actual usage basis and rounded to the nearest one-half hour. No leave shall be requested or approved for less than one hour of leave.
- F. Department heads will ensure standard leave record maintenance is performed and that current leave records are submitted to the County Administrator's Office weekly.
- G. Employees are responsible for providing required leave forms to the appropriate staff in a timely manner.

- H. No employee shall use leave that has not been earned. If an employee is off and does not have sufficient leave to cover the balance for that pay period, leave without pay shall be reflected on the employee's time sheet as approved absence or as unauthorized absence, if the time off was not approved.
- I. All County employees, including temporary employees, are eligible for leave without pay.
- J. Leave shall accrue while an employee is on approved paid leave. Leave shall not accrue if an employee is on unauthorized leave, military leave without pay or leave without pay as specified within this policy.
- K. False or fraudulent use of leave or failure to follow this policy may be cause for disciplinary action, up to and including dismissal.