



ADMINISTRATIVE POLICY MANUAL	SECTION Human Resources	NUMBER AM-702.3	EFFECTIVE DATE 2/1/2022
	SUBJECT Short-Term Absences		PAGE 1 of 2

POLICY:

It is the policy of the County to recognize employees' need to be absent from work and to provide either continued wages during such absences or to permit justified absences to occur without discipline to the employee.

COMMENTS:

Each category of absence will be discussed separately in this section. Generally, short-term absence will be defined as two weeks or less in duration. Leaves of absence for longer terms may be approved and will be considered individually by management. See the unit LEAVE OF ABSENCE WITHOUT PAY, AM-703.1.

1. Bereavement Leave

- a. This benefit is available for full-time permanent employees.
- b. Three working days may be given off with pay upon the death of a member of the immediate family (defined for this benefit as parents and step-parents, spouse, children and step-children, grandmother, grandfather, grandchild, brother, sister, step-sister, step-brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, or legal guardian of the employee). Non-union employees working a "112" hour schedule will be eligible for up to two shifts of leave with pay.
- c. Bereavement Leave will be authorized in minimum one-half day increments and will be paid at the employee's current pay rate.
- d. Employees requesting bereavement leave will be required to complete the appropriate request form and/or provide supporting documentation.
- e. If additional time off work is needed, vacation or sick leave may be utilized, or time off without pay can be arranged if justified.

2. Jury Duty

- a. Employees subpoenaed for Jury Duty shall receive regular pay for the hours missed from work. They are expected to submit a copy of their subpoena which shall become a part of the time and attendance records Personnel file. Also, they will turn in their Jury Duty pay stub and a personal check for the amount of the Jury Duty pay, excluding mileage pay. It should be made payable to "IRC



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Board of County Commissioners," and sent to the Human Resources Department.

- b. Employees are expected to stay in touch with their supervisors relative to their court duty and County work schedules to minimize interference with their jobs. If there are three or more hours of the work day prior to reporting for or being released from jury duty, the employee will be expected to be at work.

3. Witness Duty

- a. Employees attending court during their normal working hours as a witness on behalf of a public jurisdiction or as a result of their public employment shall receive pay.
- b. Employees subpoenaed as witnesses (other than as in a. above) during a criminal or civil trial will not be paid but may charge vacation.

NOTE Employees who are plaintiffs or defendants in personal litigation not related to their public employment are not eligible for regular pay. Vacation time may be used.

4. Administrative Leave

Administrative Leave is provided for employees who are exempt from the overtime provisions of the Fair Labor Standards Act. They will be provided up to three ~~four~~ paid work days off per calendar year ~~to conduct personal business which cannot be conducted during non working time.~~ Such leave must be approved by the employee's department head or the County Administrator or County Attorney for employees who report directly to them.

5. Refer to the Florida Statutes for Military Leave.

JASON E. BROWN _____ DATE _____