
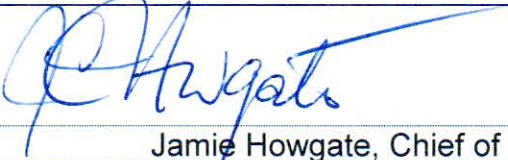




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # HR-03428
MISCELLANEOUS LEAVE/TIME POLICY**

Approval:	 Kate Pfirman, Chief Financial Officer	7-25-15 Date
	 Jamie Howgate, Chief of Staff	7/22/15 Date

1.0 PURPOSE

This policy contains guidelines for absence due to disaster volunteer leave, organ donation leave, bone marrow donation leave, blood donation educational leave, and voting time.

1.1 AUTHORITY – The Georgia Department of Public Health (DPH) Miscellaneous Leave/Time Policy is published under the authority of DPH and in compliance with the following:

1.1.1 Official Code of Georgia Annotated (OCGA), Sections:

State Law (O.C.G.A. §38-3-90 et seq. - Disaster Volunteer Leave)

State Law (O.C.G.A. §45-20-31 - Organ/Bone Marrow Donation Leave)

State Law (O.C.G.A. §45-20-30 - Blood Donation Time)

State law (OCGA §45-20-32, Section (17) - Educational Support Leave)

1.1.2 Rules of the State Personnel Board

2.0 SCOPE

This policy applies to all of the Department of Public Health.

3.0 POLICY

The policy of the Department of Public Health is that paid and/or unpaid leave/time that is available to eligible employees who are absent from work for disaster volunteer leave, organ donation leave, bone marrow donation leave, blood donation and voting time

4.0 DEFINITIONS

4.1 DPH – Georgia Department of Public Health

4.2 HR – DPH Division of Finance, Human Resources Section

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4.3 Organ - a human organ, including an eye, kidney, etc. that can be transferred from the body of one person to the body of another.

4.4 Pheresis - A procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.

5.0 RESPONSIBILITIES

DPH Division of Finance, Human Resources Section (HR) is responsible for issuing and updating procedures to implement this policy.

6.0 PROCEDURES

6.1 Employees who are certified disaster service volunteers are eligible for leave with pay in order to participate in specialized disaster relief activities based on the following conditions:

6.1.1 There must be a disaster within Georgia or a neighboring state with a reciprocal agreement that has been declared by the President or a State Governor.

6.1.2 The American Red Cross must request the employees' services.

6.1.2.1 Employees are to submit written requests for disaster volunteer leave along with supporting documentation to their supervisor. Requests will be reviewed and either approved or denied on a case-by-case basis.

6.1.3 Disaster volunteer leave may be granted for up to fifteen (15) workdays (not to exceed 120 work hours) in a 12-month period.

6.1.4 Employees who do not qualify for disaster volunteer leave, but want to participate in disaster relief activities, may request to use annual leave, personal leave, compensatory time or leave without pay.

6.2 ORGAN DONATION LEAVE

6.2.1 A leave of absence with pay for thirty (30) calendar days will be granted to employees who donate an organ for transplantation.

6.2.2 Employees requesting leave to donate an organ must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating an organ for transplantation.

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6.2.3 If the organ donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.

6.3 BONE MARROW DONATION LEAVE

6.3.1 Leave of absence with pay for seven (7) calendar days will be granted to employees who donate bone marrow for transplantation.

6.3.2 Employees requesting leave to donate bone marrow must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating bone marrow for transplantation.

6.3.3 If the bone marrow donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.

6.4 BLOOD DONATION

6.4.1 Employees are to be allowed time during work hours to donate blood, blood platelets or granulocytes (white blood cells) through the pheresis process.

6.4.2 Employees must request and receive prior approval from their supervisors to be away from the work area for blood donation. Supervisors may schedule the time to be used for this purpose based on the needs of the organization.

6.4.3 Time away from work is for the purpose of donating blood, platelets or granulocytes and to recover from the donation. Employees who do not use the time allowed, as specified below, at the time of each donation, do not accrue any right to additional absence or payment.

- Up to two (2) hours per donation [no more than eight (8) hours per year] may be granted when employees donate blood.
- Up to four (4) hours per donation [no more than sixteen (16) hours per year] may be granted when employees donate blood platelets or granulocytes through the pheresis process.

6.4.4 Employees who donate blood, platelets or granulocytes on non-work time are not to receive time off from work due to the donation.

6.5 EDUCATION SUPPORT LEAVE

6.5.1 To supplement work-life balance options for state employees, DPH provides up to eight (8) paid hours of leave per calendar year to eligible employees

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for the purpose of promoting education in Georgia. Such leave is in addition to, and not charged against, an employee's accrued leave.

6.5.2 Education support leave is to be used for an employee's job related education

6.5.2.1 Such activities may range from early care and learning through higher education. DPH maintains the authority to determine, in accordance with the provisions outlined in this Rule, whether an activity would qualify for education support leave.

Leave is designed to be used for active learning for the employee or support for education.

6.5.2.2 Employees must not receive pay for services they perform while using education support leave.

6.5.2.3 Employees must receive prior approval from their supervisor before providing the services for which they are requesting education support leave. DPH has discretion to require written verification from a school administrator, teacher, or other official prior to approval.

6.5.2.4 DPH maintains discretion to approve or deny requests for education support leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. DPH will ensure that denials are applied consistently for all similarly situated employees.

6.5.2.5 Use of education support leave for any political purpose or agenda is prohibited.

6.5.3 Eligibility: All eligibility criteria defined below must be met in order to qualify for education support leave.

- Must be a non-temporary, full-time employee of DPH
- To be used only for activities directly related to student achievement and academic support.
- Employees cannot currently be on **FMLA**.
- Employee may be, but is not required to be, the parent of a student.

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- 6.5.4 Education support leave may be taken in increments of less than 8 hours utilizing the same minimum period an agency has established for other forms of paid leave.
- 6.5.5 Education support leave does not accumulate, and unused leave does not rollover into subsequent calendar years. Rather, eligible employees may use education support leave for qualifying absences that occur during their regular scheduled work hours, up to a total of 8 hours in any calendar year.
- 6.5.6 Employees can use no more than 8 paid hours of education support leave in a calendar year regardless of transfer from one state employer to another. Each state employer is responsible for conducting due diligence to ensure an employee has not exhausted education support leave prior to approving the paid leave.
- 6.5.7 Education support leave carries no cash value if unused. There will be no payout for unused education support leave upon termination.
- 6.5.8 Educational support leave cannot be substituted for any other type of leave including sick leave for a medical condition.

6.6 VOTING TIME

- 6.6.1 Employees are encouraged to vote. If a full-time employee's work schedule does not allow at least two (2) hours either before or after work to vote, the difference in time may be granted to employees for voting purposes. This time is not charged to annual leave, personal leave, compensatory time or leave without pay.
- 6.6.2 Employees not eligible for voting time according to 3.5.1 may request to use accrued annual leave, personal leave, compensatory time or leave without pay to vote.

7.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	February 11, 2012	Initial Issue
1	July 25, 2012	Annual review and update. Reformat to new template
2	July 8, 2015	Update to include Educational Leave

8.0 RELATED FORMS

None