
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.41
EFFECTIVE DATE: 10/88
REVISED: 12/19/02, 06/05/03
AUTHORITY: BOG
COUNTY MANAGER: *Don Heller*
PAGE 1 OF 1

SUBJECT: LEAVE OF ABSENCE WITH PAY

- I. PURPOSE:** To establish guidelines in dealing with non-contract employees in a leave with pay status.
- II. POLICY:** Leave with pay may be used as noted in Douglas County Code 2.02.080(1) and on-duty time while called out in accordance with County Policy for volunteer Firefighter/EMT, Search and Rescue, or Reserve Police duty.
- III. PROCEDURES:**
 - A. The department head or elected official must notify the Human Resources Division of any leave with pay.
 - B. The department head or elected official must be sure that the reason for the leave is noted on the employee's time card.
 - C. If an employee receives regular wages while serving as a juror or a witness, the employee must promptly reimburse all juror or witness fees to the County.
- IV. RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as needed or at least once every 5 years.

6/11/03