



GDOT Publications

Policies & Procedures

Policy: 2230-1- Leave – General Provisions

Section: Leave and Holidays

Office/Department: HR Operations

Reports To: DD Admin/General Counsel

Contact: [Department Phone Number]

All policies promulgated by the Georgia Department of Transportation (GDOT) which govern the accrual, usage, and administration of leave by employees of the Department shall be consistent with Rule 16 (Leave and Holidays) of the Rules of the State Personnel Board. If at any time, it is determined that these policies are not consistent with Rule 16 of the Rules of the State Personnel Board, then Rule 16 will control.

The following shall be applicable to all GDOT employees.

ELIGIBILITY TO EARN ANNUAL LEAVE AND SICK LEAVE:

All non-temporary employees of the GDOT are eligible to earn annual leave and sick leave. Employees in the Civil Engineering Co-op Program (C.E. Co-ops) are also eligible to earn leave.

Full-time employees shall accrue annual and sick leave at the end of each pay period during which they are in pay status for a minimum of forty (40) hours.

Part-time employees who work twenty or more hours per week shall earn annual and sick leave at the end of each pay period during which they have been in pay status for a minimum of the employee's standard weekly work hours.

Employees receiving retirement benefits under the Employees' Retirement System of Georgia are not entitled to earn annual leave or sick leave.

CHARGES AGAINST ACCRUED LEAVE:

Employees will be charged annual, sick or personal leave for absence only on days upon which they would otherwise work and receive pay. Charges against annual, sick and personal leave shall not, however, be reduced because of late opening, early release, or unanticipated closing which occur during a period of leave.

An employee absent on official business is not on leave.

MINIMUM LEAVE PERIOD:

The minimum period of any form of paid leave, compensatory time or deferred holiday time that may be taken by an employee is fifteen (15) minutes.

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LEAVE IN ANTICIPATION OF ACCRUAL PROHIBITED:

An employee shall not be granted the use of annual leave or sick leave before such leave has been earned.

REQUESTS TO USE LEAVE:

An employee who wishes to request an absence with pay using available leave must complete a time off request in Kronos Workforce Timekeeping (WFTK). The request will be forwarded to the employee's supervisor via email for approval.

REQUESTS TO USE LEAVE IN CONJUNCTION WITH RETIREMENT

An employee who wishes to use available leave in conjunction with their retirement date, must complete a time off request in Kronos Workforce Timekeeping (WFTK) at least (30) days prior to their last planned work day. Approval must be received from the employee's supervisor with concurrence of the Office Head/District Engineer.

PRIORITY OF LEAVE USAGE:

Employees are required to use accrued paid leave in the order specified in the [Leave Taken Priority List](#).

COMPENSATORY TIME:

For information regarding FLSA and State compensatory time, refer to [2235-1](#), Fair Labor Standards Act Policy

CREDIT FOR LEAVE ON RETURN FROM LEAVE OF ABSENCE:

Upon return from a leave of absence without pay, an employee shall be given credit for previously accumulated and unused or unpaid annual leave and sick leave, exclusive of forfeited leave. The record of forfeited annual and sick leave at the beginning of the leave of absence shall be revived but the leave shall not be restored to the employee except as provided in [2230-4](#), Sick Leave.

CREDIT FOR LEAVE ON TRANSFER FROM ANOTHER STATE AGENCY:

An employee moving without a break in service from a position entitled to earn leave in another state agency to a position entitled to earn leave in the GDOT shall be given credit for unused annual, sick and personal leave. The record of forfeited leave shall also transfer, but the leave shall not be restored to the employee except as provided in [2230-4](#), Sick Leave.

A break in service is defined as at least one work day for which an employee is not in employment status and does not receive pay.

NOTE: An individual moving from a position with a public school system to a position in the GDOT will not be given credit for any annual, sick, personal or forfeited leave earned while employed by the public school system. The individual shall likewise not be given credit toward graduated annual leave accrual for any time employed with the public school system.

CREDIT FOR LEAVE ON TRANSFER FROM THE UNIVERSITY SYSTEM OR A STATE AUTHORITY:

An employee moving without a break in service from a position entitled to earn leave in a unit of the University System of Georgia or a state authority to a position entitled to earn leave in the GDOT will be given credit for unused and unpaid annual, sick, and

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personal leave. Any record of forfeited leave shall also be accepted by the GDOT, but the leave shall not be restored to the employee except as provided in [2230-4](#), Sick Leave.

The employee shall not be given credit for more leave than the employee could have earned had the employee been continuously employed by GDOT. The employee shall also be given credit toward graduated annual leave accrual for all time continuously employed in a leave earning position with the university system or authority.

No leave credit shall be given an employee until the employee provides satisfactory documentation from the previous employer. The documentation must include:

- The date that employment began in a position entitled to earn leave;
- The date that employment in the previous position ended;
- The rate at which annual leave, sick leave and personal leave was accrued; and,
- The annual leave, sick leave and personal leave balances at the time the previous employment ended.

CREDIT FOR LEAVE FOLLOWING REDUCTION-IN-FORCE:

Unused sick leave may be restored to an individual who was separated from the GDOT or other state agency as a result of agency downsizing or reorganization under the following conditions:

- The individual is employed in a position entitled to earn leave; and,
- The employment occurs within one (1) year of the reduction-in-force.

Any record of forfeited leave existing at the time of reduction-in-force shall be revived but the leave shall not be restored to the employee except as provided in [2230-4](#), Sick Leave. The period of absence shall not constitute a break in service for purposes of the rate of graduated annual leave accrual.

RETURN FROM PERIOD OF DISABILITY; CONDITIONS:

The GDOT may, at its discretion, require any employee who is absent from duty because of illness or disability to supply an appropriate medical release or certification that he or she is able to return to duty either without restrictions or with restrictions that can be reasonably accommodated. Such release or certification may be required as a precondition to the employee's return to duty.

ABSENCE AFTER LEAVE EXHAUSTED:

An employee who is absent after all sick, annual and personal leave is used shall, in accordance with [2230-5](#), Leave Without Pay, be placed on authorized or unauthorized leave without pay, contingent leave without pay, or released.

FORFEITED LEAVE – RETIREMENT:

Under qualifying circumstances, forfeited annual leave, forfeited sick leave and unused sick leave may be calculated as creditable service for retirement purposes. For specific information contact the Employees' Retirement System of Georgia (www.ers.ga.gov).

References:

Rules of the State Personnel Board, Rule 16, Leave and Holidays.

Sick Leave, [2230-4](#)

Fair Labor Standards Act Policy, [2235-1](#)

Leave Without Pay, [2230-5](#)

History:

Requests to Use Leave in Conjunction with Retirement section added: 12/20/12;

copied to GDOT Publications v.02.00.00: 02/20/12;

reviewed and updated: 11/29/2010;

reviewed and updated: 12/21/09;

copied to P&P: 09/17/08;

reviewed: 06/08/07;

requirement that deferred holidays must be used before sick leave eliminated, deferred holiday time and compensatory time are now included in the section titled Minimum Leave Period: 07/26/06;

revised: 11/23/05 ;

added to TOPPS: 12/15/95;

added to MOG: 04/25/95

Reviewed: 3/6/2013