

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Employee Time Off	
Subject: Leaves	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\LEAVES\Employee Time Off.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

This policy concerns the way employees should code their time cards when prevented from working due to circumstances beyond their control.

Generally, it is the practice of the County to require **non-FLSA exempt** employees who are prevented from working, due to an accident or natural disaster beyond their control, to code their time cards as vacation or leave without pay for hourly employees. The use of sick leave or regular work hours for such employees constitutes a gift of public funds. The exceptions would occur when the Department management is capable of rescheduling work hours during the current work week, or when the employee is prevented from returning to his/her work site while presently engaged in work activities (e.g., during snow conditions in December of 1989). Under the latter circumstances, an employee would continue on hours worked until that employee could be reasonably returned to his/her work site.

Pursuant to the Fair Labor Standards Act, deductions for salaries employees are not allowed.