

CORPORATE POLICY

SUBJECT: Salary Deductions	CATEGORY:	HR
	ORIGINAL DATE:	April 9, 2004
	REVIEWED DATE:	February 22, 2017
	REVISION DATE:	February 22, 2017

I. POLICY:

A. Employees are expected to use their accrued benefit time (sick leave, vacation leave, floating/ holiday hours, compensatory time and personal leave) when they are absent from work.

1. To ensure public accountability, the pay of both salaried and hourly employees may be deducted for full or partial day absences when an employee does not use benefit time to cover his or her absence(s) from work because (1) the employee did not seek permission to use benefit time or otherwise failed to give proper notification of the intent to use benefit time; (2) permission to use benefit time was denied; (3) the employee's accrued benefit time has been exhausted or; (4) the employee has elected to go on leave without pay and the use of unpaid leave has been approved by the supervisor and authorized by Health Department Human Resources~~the Health Department~~. Such deductions may be made even where the absence is due to illness or injury.
2. Pay deductions that result from this policy do not constitute an unpaid suspension and may not be grieved under the Lake County Health Department and Community Health Center.
3. Those employees who are not on an approved leave of absence may also face disciplinary action for being absent without leave.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE: NONE

IV. REFERENCES: NONE

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee
Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

Previous Revisions: May 23, 2012