

8.0 LEAVE TIME

8.1 LEAVE TIME DEFINITIONS

Leave Time: Leave time is time during normal working hours in which an employee does not engage in the performance of job duties. Leave time may be either paid or unpaid. An employee who is requesting leave without pay will be required to have exhausted all holiday, vacation and compensatory time prior to going into leave without pay.

Holidays: Holidays are days designated by the Commissioners Court on which county offices are closed, that otherwise would be regular business days.

Unauthorized Absence: An unauthorized absence is one in which the employee is absent from regular duty without permission of the Elected Official or Department Head. Nonexempt employees are not paid for unauthorized absences, and such absences may result in disciplinary action up to and including termination.