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ADMINISTRATIVE REGULATION  
NUMBER 220

OPR: PERSONNEL

## DEPARTMENTAL LEAVE POLICY

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for employees to use leave.

### II. POLICY

It is the policy of the ADOC that compensation, allocation and granting of employee work and leave time is administered in accordance with current merit system rules and regulations.

### III. DEFINITION(S) AND ACRONYM(S)

- A. **Annual Leave:** Leave accrued semi-monthly based upon the employees' years of service.
- B. **Bereavement Leave:** Leave advanced, in accordance with State Personnel Rules, to the employee who does **not** have accrued leave available to use for the death of an immediate family member or person related by blood.
- C. **Catastrophic Illness or Injury:** An illness, injury, pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.
- D. **Compensatory Time:** Time accumulated when an employee has physically worked over forty (40) hours in a work week.
- E. **Donated Leave:** The contribution of sick leave, annual leave, or compensatory time from one state employee to another.

- F. **Educational Leave:** A permanent employee may be granted full or part pay upon recommendation of the Commissioner provided the employee takes approved courses that are related to the improved performance on his/her job.
- G. **Family and Medical Leave Act (FMLA):** Job protected leave for medical reasons as established by the Family Medical Leave Act of 1993.
- H. **Fair Labor Standards Act (FLSA):** This act establishes the minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.
- I. **Health Care Provider:** Any physician, hospital, or other person which is licensed or otherwise authorized in this state to furnish health care services, this includes nurse practitioners, nurse-midwives, clinical social workers and physician assistants who are authorized under state law and who are performing within the scope of their practice as defined by state law.
- I. **Holiday Leave:** Time accumulated by an employee who works on a designated state holiday or if their scheduled off day falls on such a day in which the employee may receive compensatory leave.
- J. **Immediate Family:** For the purpose of this regulation, spouse, children, grandchildren, parents, grandparents, siblings, mother-in-law, father-in-law, daughter-in-law and son-in-law.
- K. **Labor Management System (LMS):** An on-line web based system designed to perform tasks to manage an employees' time and labor data for payroll processing.
- L. **Leave Without Pay (LWOP):** Absence from duty without pay.
- M. **Mandatory Leave:** Placement of an employee on leave (Annual, Compensatory, and/or Holiday) by the Commissioner under certain circumstances when it is deemed that the employee's absence from work is in the best interest of the ADOC.
- N. **Military Leave:** Approved leave to be used by an employee with military obligations not to exceed 168 working hours per calendar year.
- O. **Non-Essential Personnel:** Employees who are not necessary at an institution/division during a specified period.
- P. **Other Types of Leave:**
  - 1. **Blood Donations:** An employee shall be granted two (2) hours Holiday leave if they donate blood for special blood drives

announced by the Governor's Office and/or blood drives coordinated at the institution/division with the Commissioner's approval, without charge or loss of pay.

2. Court Attendance: An employee required to serve in the capacity as a juror shall be carried in work status to attend court.
  3. Inclement Weather: For the purpose of this regulation, any weather related situation which may prevent employees in significant number from reporting for work, or may necessitate the closing of ADOC offices in whole or in part.
  4. Voting: Leave authorized for the purpose of voting.
- Q. **Personal Leave Day**: One (1) leave day accrued for individuals employed on January 1<sup>st</sup> of each year, except those employed in Baldwin and Mobile Counties.
- R. **Related by Blood**: Limited to within the fourth ( 4<sup>th</sup>) degree or "first cousin" of the employee.
- S. **Serious Health Condition**: Is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of employee's job, or prevents the qualifier family member from participating in school or other daily activities.
- T. **Sick Leave**: Leave accrued semi-monthly at a rate of four (4) hours and twenty (20) minutes.

#### IV. **RESPONSIBILITIES**

- A. The ADOC Personnel Director shall be responsible for ensuring that the leave practices of the department are consistent with federal and state laws, and the Rules of the State Personnel Department.
- B. The Wardens/Division Directors shall be responsible for developing their institutional/divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 220, *Departmental Leave Policy*.
- C. All ADOC employees are responsible for maintaining compliance with this regulation.

V. **PROCEDURES**

A. Annual Leave:

1. All employees shall be entitled to accumulate annual leave on the basis of semi-monthly pay periods as follows:

	<u>Employee's total service:</u>	<u>Accumulation of leave:</u>
a.	Fewer than five years	4 hours 20 minutes
b.	Five but less than 10 years	5 hours 25 minutes
	<u>Employee's total service:</u>	<u>Accumulation of leave:</u>
c.	10 but less than 15 years	6 hours 30 minutes
d.	15 but less than 20 years	7 hours 35 minutes
e.	20 but less than 25 years	8 hours 40 minutes
f.	25 years of service or more	9 hours 45 minutes

2. Leave can be used as an employee chooses with the approval of their supervisor; and, shall be used in no less than 15 minute increments.
3. Leave is not credited to an employee until the completion of a pay period and cannot be used by the employee sooner than it's credited.
4. An employee should submit a leave request (Time Off Request in LMS) in advance to his or her supervisor for approval or disapproval.
5. Projected annual leave should be submitted to the immediate supervisor at least thirty (30) days prior to the end of the calendar year for the next year.
  - a. The supervisor shall review the projected annual leave requests, using seniority, awarding leave in one (1) week increments until everyone assigned to their shift/division has had an opportunity to receive leave.
  - b. Projected leave shall not be guaranteed if an employee changes shifts/divisions.
6. An employee shall have no more than 480 hours of accumulated annual leave to be carried into the next calendar year.

7. An employee who has in excess of 480 hours of accumulated annual leave shall submit their leave request to utilize the excess hours.
  - a. An employee who fails to submit their request may be directed to take leave by their immediate supervisor.
  - b. Failure of an employee to take the excess hours shall cause the employee to lose those excess hours at the end of the calendar year.

B. Sick Leave:

1. An employee shall be entitled to accumulate four (4) hours and twenty (20) minutes of sick leave for each semi-monthly period of service.
2. Sick leave usage is NOT a right, but a **privilege** granted in accordance with prescribed rules and regulations.
3. An employee should submit a leave request (Time Off Request in LMS) in advance to his or her supervisor for approval or disapproval. Leave can be used with the approval of their supervisor; and, shall be used in no less than 15 minute increments.
4. Leave is not credited to an employee until the completion of a pay period and cannot be used by the employee sooner than it is credited.
5. This leave may be used for illness, maternity/paternity, or illness of immediate family members, as defined by the Rules of the State Personnel Board.
  - a. Other relationships may be recognized for leave purposes when strong personal ties exist, due to an employees' having been supported by that person. The employee shall submit to his/her supervisor a written request for an exception to the Rules of the State Personnel Board.
  - b. The immediate supervisor shall forward the written request to the Warden/Division Director for final approval/disapproval. A copy shall be filed in the employee's personnel record.
6. An employee shall have no more than 1,200 hours of accumulated sick leave to be carried into the next calendar year. If an employee suffers extended illness or disability lasting more than 1,200 hours, the State Personnel Board may, on the recommendation of the

Commissioner or designee, approve the restoration and use of any sick leave that might have been earned in excess of this maximum.

7. If an employee has been absent from work due to sickness for three (3) consecutive days, the employee shall:
  - a. Provide a doctor's verification of sickness to their supervisor.
  - b. If an employee misses more than three (3) consecutive scheduled work days, than see FLMA section for instructions.
8. Abuse of Sick Leave:
  - a. The supervisor shall review, at least quarterly, the use of sick leave and be alert for possible abuses to include, but not limited to:
    - (1). A low balance of sick leave in relationship to length of employment.
    - (2). The appearance of using sick leave as fast as it is accrued.
    - (3). Frequently using sick leave in conjunction with their off days, or scheduled leave days.
    - (4). Other patterns of abuse.
  - b. Should the supervisor suspect abuse of sick leave by the employee, the supervisor shall submit a recommendation to the Warden/Division Director for review and disposition.
  - c. Based upon this review, the Warden/Division Director may require that the employee produce documentation to support all claims for the use of the sick leave.
  - d. Upon review of the employee produced documentation and the Warden/Division Director determination that there is an abuse of sick leave, the employee shall be subjected to corrective action in accordance with AR 208, *Employee Standards of Conduct and Discipline*.
  - e. If an employee has been absent from work due to an alleged sickness/injury for three (3) or more consecutive days, the employee shall be required to provide a

doctor's excuse. Failure to provide medical documentation shall result in the employee receiving LWOP and disciplinary action for Unexcused Absence.

- f. Calling in sick on a day previously requested and subsequently disapproved by the supervisor may result in the employee receiving LWOP and disciplinary action for Unexcused Absence, unless medical documentation is provided.
  - g. Calling in sick during special events, such as, but not limited to, sporting events (Super Bowl, Iron Bowl, classics, tournaments), weddings, etc. may result in the employee receiving LWOP and disciplinary action for Unexcused Absence, unless medical documentation is provided.
9. Death of Employee's Immediate Family Member:
- a. In the case of a death of an employee's immediate family member, the employee may be granted sick leave from the day of death through the day of the funeral, not to exceed a maximum of five (5) working days.
  - b. Other leave time may be granted for travel and time required for settling the affairs of the deceased.
  - c. Any leave time taken over the five (5) days sick leave must be charged as compensatory, holiday, annual and/or LWOP, as approved by the immediate supervisor.
  - d. In the case where the employee does not have accrued leave available to use for the death of an immediate family member, the employee may be advanced a maximum of three (3) days of bereavement leave per occurrence.
    - (1). Leave must be repaid in the form of leave days, including: sick leave, annual leave, holiday leave, or compensatory leave, within one (1) calendar year.
    - (2). An employee that has separated from state service prior to repaying the leave shall have the remaining liability deducted from their final pay check.

10. Death of a Person Related by Blood (other than immediate family member):
  - a. In the case of death of a person related by blood through the fourth (4<sup>th</sup>) degree (or first cousin), but not considered as immediate family, the employee may be granted leave from the day of the death through the day of the funeral, not to exceed a maximum of three (3) working days.
  - b. Additional leave may be granted for travel.
  - c. In the case where the employee does not have accrued leave available, the employee may be advanced a maximum of three (3) days of bereavement leave per occurrence.
    - (1). Leave must be repaid in the form of leave days, including: sick leave, annual leave, holiday leave, or compensatory leave, within one (1) calendar year.
    - (2). An employee that has separated from state service prior to repaying the leave shall have the remaining liability deducted from their final pay check.
11. Restoration of Sick Leave. A former State employee rehired within four (4) years by the ADOC may, after completing their probationary period, submit a request in writing to the ADOC Personnel Division to restore sick leave hours.
12. Donated Leave:
  - a. An employee must complete and submit State Personnel Department Form 25, *Request for Donated Leave* with a doctor's statement to the institutional/divisional Payroll Clerk.
  - b. The institutional/divisional Payroll Clerk shall submit the form and doctor's statement to the ADOC Accounting Division (Payroll) for processing.
  - c. In order for an employee to receive donated leave, the employee must have suffered a catastrophic illness or injury, or be a caregiver for a member of their immediate family with a catastrophic illness or injury.



- d. An employee eligible for maternity leave may also qualify for donated leave during the time that they are disabled due to the pregnancy.
- e. The employee receiving the donated leave must have exhausted all of their leave.
- f. Whether or not to allow donated leave for an employee is at the discretion of the Commissioner or designee and State Personnel Director.
- g. Upon approval, any employee may donate Sick, Annual, and/or Compensatory leave to an approved employee recipient. The institutional/divisional Payroll Clerk shall complete State Personnel Form 25A, *Request to Donate Leave* and have the donating employee sign the form; and, submit the form to ADOC Accounting Division (Payroll) for appointing authority signature and processing.
- h. Requests for donated leave shall be filed in the employee's medical file.

C. Holiday Leave:

- 1. To be eligible to receive the approved holiday leave, the employee must be in pay status the work day before and the work day after the holiday.
- 2. An employee shall receive compensation for holiday leave when the employee has worked on that holiday or when the holiday occurs on a scheduled off-day.
  - a. The employee must submit a leave form to their immediate supervisor within ninety (90) days for the holiday.
  - b. Holiday leave not requested within the ninety (90) days shall be scheduled by the supervisor.

D. Personal Leave Day:

- 1. An employee accrues a personal leave day only on January 1 of each year.
- 2. An employee hired after January 1<sup>st</sup> is not entitled to a personal leave day that calendar year.

3. An employee assigned to Baldwin and Mobile Counties shall observe their personal leave day on the Mardi Gras holiday.
  4. An employee shall take their personal leave day as a full work day and it must be used by the end of the calendar year.
  5. An employee should submit a leave request (Time Off Request in LMS) in advance to his or her supervisor for approval or disapproval.
- E. Compensatory Time. Compensatory time can be used rather than wages to compensate employees subject to the provisions of the Fair Labor Standards Act (FLSA) for performing overtime work.
- F. Order of Leave. Leave shall be taken in the following order:
1. Excess Annual Leave.
  2. Compensatory Leave.
  3. Holiday Leave.
  4. Annual Leave.
  5. Personal Leave Day.
- G. Time Off for Interviews:
1. If an employee is interviewing for a promotion position within the ADOC, the employee shall be afforded only such time as is required to complete the interview, to include transit time. An employee shall not be compensated for interviews that occur during their non-duty hours or on their scheduled off-day.
  2. If an employee desires to laterally transfer from one institution/division within the ADOC, the employee shall schedule the interview on their scheduled off-day, or request time off.
  3. If an employee is interviewing or testing for a position outside of the ADOC, the employee shall complete the process on their scheduled off-day, or request time off.
  4. In the case where abuse is suspected, the Warden/Division Director shall notify the employee in writing that he or she shall complete the process on their scheduled off-day, or request time off. A copy of this document shall be placed in the employee's personnel file.

H. Time Off for Testing:

1. If an employee is testing for a promotion position within the ADOC, the employee shall be afforded only such time as is required to complete the test, to include transit time. An employee shall not be compensated for testing that occurs during their non-duty hours or on their scheduled off-day.
2. If an employee is testing for a position outside of the ADOC, the employee shall complete the process on their schedule off-day, or request time off.
3. In the case where abuse is suspected, the Warden/Division Director shall notify the employee in writing that he or she shall complete the process on their scheduled off-day, or request time off. A copy of this document shall be placed in the employee's personnel file.

I. Work Time for Administrative Hearing:

1. During Scheduled Work Time. If an employee is scheduled to attend an administrative hearing as a witness or participant during their scheduled work time, the employee shall be afforded only such time as their presence is required at the hearing.
2. During Scheduled Off Time. If an employee is scheduled to attend an administrative hearing as a witness or participant during their scheduled off time, the employee shall be compensated only for such time as their presence is required at the hearing (a minimum of two (2) hours).

J. Time Off for Blood Donations:

1. An employee is granted two (2) hours of Holiday leave per sanctioned blood drive (American Red Cross or Life South), for donating blood.
2. The employee shall provide his or her immediate supervisor the document provided by the sanctioned blood drive vendor that they have donated blood.
3. The immediate supervisor shall:
  - a. Submit the original document to the institutional/divisional Payroll Clerk.
  - b. The Payroll Clerk shall ensure that the employee is credited with two (2) hours of Holiday leave in LMS.

- c. A copy of the document shall be filed in the employee's personnel record.
  4. Blood donation leave is limited to four (4) hours per year.
  5. The employee shall use these hours of leave by the end of the following pay period.
- K. **Time Off for Voting.** An employee shall, with reasonable notice to his or her supervisor, be permitted to take necessary time off from his/her work to vote in any municipal, county, state, or federal political party primary or election for which the employee is qualified and registered to vote on the day on which the primary or election is held. The necessary time off shall not exceed one (1) hour and if the hours of work of the employee commences at least two (2) hours after the opening polls or ends at least one (1) hour prior to the closing of the polls, then the time off for voting shall not be available.
- L. **Time Off for Court Attendance:**
1. As a Juror. If an employee is required to attend court as a juror, the employee shall be afforded the time off with pay as required to satisfy the requirements of the court.
    - a. Attendance in court by the employee in an official capacity is not considered leave as the employee is considered in work status.
    - b. The employee is not required to reimburse the ADOC the jury expense allowance received from the courts.
  2. As a Witness During Scheduled Work Time. If an employee is required to serve as a witness on an ADOC case during their scheduled work time, the employee shall be considered in work status; and, the employee is entitled to travel expenses and per diem. The employee must reimburse their witness fee to the ADOC.
  3. As a Witness During Scheduled Off Time. If an employee is required to serve as a witness on an ADOC case during their scheduled off time, the employee shall be considered in work status; and, the employee is entitled to compensatory time for the time involved, travel expenses and per diem. The employee must reimburse their witness fee to the ADOC.

4. As a Witness in their Individual Capacity. If an employee is required to serve as a witness in their individual capacity, the employee shall be required to submit a leave request to be scheduled for the time off.

M. Family and Medical Leave Act (FMLA):

1. If an employee misses more than three (3) consecutive scheduled work days:
  - a. The immediate supervisor shall require the employee to arrange for the completion of the *Certification of Health Care Provider for Employee's Serious Health Condition* (Form WH-380-E as modified by SPD) within fifteen (15) calendar days. (Note: Form WH-380-E is available on the ADOC Intranet under ADOC Forms.)
  - b. If the employee does not provide the completed form within the specified time frame, the leave may be delayed or denied and the employee may be subject to disciplinary action in accordance with AR 208.
  - c. Upon receipt of the completed and signed *Certification of Health Care Provider for Employee's Serious Health Condition* (Form WH-380-E as modified by SPD) from the employee, the immediate supervisor shall review the form for completeness.
  - d. The original copy shall be sent to the ADOC Personnel Division to ascertain if the sick leave qualifies under FMLA. A copy shall be filed in the employee's medical file and a copy shall be provided to the employee.
2. In general, to be eligible for FMLA:
  - a. The employee must have been employed by the Department for a minimum of twelve (12) months as of the date that the leave commences.
  - b. The employee must have physically worked 1,250 hours in the past twelve (12) months preceding the leave.
3. If an employee meets the eligibility, the employee may take leave for up to twelve (12) work weeks during a rolling calendar year. The employee may take leave for one or more of the following reasons:

- a. For Pregnancy or Birth:
    1. The employee's husband of a pregnant spouse is entitled to FMLA leave to care for the pregnant spouse or prenatal complications and to accompany her to prenatal doctors' appointments. This type of leave is not for a non-spouse.
    2. The birth of an employee's child, and to care for the newborn child during the first year after the birth.
  - b. The placement with an employee of a child for adoption or foster care, and to care for the newly placed child during the first year after the placement.
  - c. The employee has a serious health condition that makes the employee unable to perform one or more essential functions of his or her job.
  - d. If the employee is to care for a family member's serious health condition, see paragraph below "For an Employee's Family Member Serious Health Condition."
4. ADOC may count holidays as FLMA leave if the employee is on FMLA leave the entire week in which the holiday falls. If the employee takes FMLA leave for less than a full work week in which a holiday falls, then the holiday does not count as FMLA leave, unless the employee otherwise would be scheduled and expected to work the holiday.
  5. The twelve (12) work week FLMA entitlement is to be charged concurrently with the employee's accumulated sick leave, annual leave or leave without pay (LWOP).
  6. The employee may take FLMA leave intermittently or by reducing his or her work schedule for the employee's own serious health condition; or, to care for a family member with a serious health condition.
  7. For an Employee's Family Member Serious Health Condition:
    - a. The immediate supervisor shall require the employee to arrange for the completion of the *Certification of Health Care Provider for Family Member's Serious Health Condition* (Form WH-380-F as modified by SPD) within fifteen (15) calendar days. (Note: Form WH-380-F is

available on the ADOC Intranet under ADOC Forms.)

- b. Upon receipt of the completed and signed *Certification of Health Care Provider for Family Member's Serious Health Condition* (Form WH-380-F as modified by SPD) from the employee, the immediate supervisor shall review the form for completeness.
  - c. The original copy shall be sent to the ADOC Personnel Division. A copy shall be filed in the employee's medical file and a copy shall be provided to the employee.
8. For serious injuries or illnesses of covered service members for military family leave, contact the institutional/divisional Payroll Clerk.
  9. The State Personnel Division provides FMLA training for supervisors. The Warden/Division Director shall submit a request for supervisors to attend FMLA training to the ADOC Personnel Division. The ADOC Personnel Division shall inform the Warden/Division Director when the supervisor is scheduled to attend the FMLA training.

N. Inclement Weather and Emergency Situations:

1. If an employee is scheduled to work, the employee is expected to be at work, unless otherwise notified. This is regardless of any inclement weather or other emergency situation to include, but not limited to: heavy snow or severe icing conditions, flooding, earthquakes, or hurricanes, or other natural disasters, or air pollution; massive power failure; major fires; or serious interruptions to public transportation caused by such incidents as strikes or local transit employees or mass demonstrations.
  - a. The employee is expected to be prepared to cope with difficult driving conditions and minor disruptions of public transportation facilities.
  - b. In the case that an emergency situation arises which is beyond the control of management or employees, the ADOC Commissioner shall make the determination if the institution or division shall be closed.
    - (1). If an ADOC institution or division is to be closed due to inclement weather or emergency situation, the ADOC Commissioner shall determine whether the employees shall be in

work status or charged leave for their absence.

(2). The Warden/Division Director shall make all reasonable efforts to notify non-essential employees of a date and time to return to work.

(3). It must be recognized that the operation of the institution can not be suspended nor interrupted even though it may be necessary to excuse employees for all or part of a day.

2. Usually, significant emergency situations, of the scope and impact reflected in these guidelines shall be subject of a declaration of emergency or disaster by appropriate State or local authority.
3. The health and safety of employees in these emergency situations is a matter of prime concern to the State Government.
4. Only non-essential employees who are physically working at the time that an institution/division is closed shall be granted the time off. An employee that is on approved leave during this time shall not be entitled to any compensation for this time off.
5. The guidelines prescribed in this AR are intended to cover the majority of situations and the majority of employees in any one location, regardless of the nature of employment. Nevertheless, no provisions of these guidelines may be applied in contravention of contractual agreements, agency instructions or guidelines.

O. Mandatory Leave:

1. The Commissioner or designee, with the approval of the State Personnel Director, may place an employee on mandatory leave when he or she deems the employee's absence from work to be in the best interest of the Department. This tool of personnel administration is designed for use in disciplinary proceedings against the employee, either during an investigation, pending a hearing, or under emergency circumstances. The period of time that an employee can spend in this status is very brief. The State Personnel Director will only approve the use of mandatory leave for a period not to exceed ten (10) working days. If circumstances indicate a longer period of time is necessary, this rule cannot be used. Either re-assign the employee or intensify supervision so the employee may remain in the workplace. Any extension of the ten-day limit must be supported by documented justification.
  - a. Mandatory Leave without pay cannot be used unless preceded by a notice to the employee that such action is



contemplated and as an opportunity for the employee to be heard in response. This means LWOP is, pure and simple, a suspension, and it should be treated like a suspension which requires due process.

- b. Mandatory Leave may involve using Annual, Compensatory and/or Holiday leave, or in cases where employees have exhausted their leave, they will be placed on Leave Without Pay.

P. Leave Without Pay (LWOP):

1. An employee may request a leave without pay for a period not to exceed one (1) year.
2. The employee must submit a Time Off Request (Labor Management System) for leave without pay (ULWOP) to their immediate supervisor with rationale, except in those situations enforced involving disciplinary action.
3. The immediate supervisor shall forward the request to the Warden/Division Director for a decision.
4. The Warden/Division Director shall render a decision:
  - a. If the decision is approved, a State Personnel Department Form 11, *Recommendation for Personnel Action*, shall be completed and sent to the ADOC Personnel Division. (Note: Form 11 is available on the ADOC Intranet under ADOC Forms.)
  - b. If the decision is disapproved, the Warden/Division Director shall take appropriate action and inform the ADOC Personnel Division.
5. The ADOC Personnel Division shall submit the documentation to the Commissioner for final approval.
6. When the leave of absence expires, the employee must be reinstated to a position in the classification he or she held at the time the leave was granted.
7. If the employee fails to report for work promptly at the end of an approved leave of absence, the employee may be dismissed.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

There are no forms prescribed in this regulation.

**VIII. SUPERCEDES**

This Administrative Regulation supersedes AR 220, *Departmental Leave Policy*, dated July 26, 2000, and any changes.

**IX. PERFORMANCE**

- A. United States Department of Labor, Family and Medical Leave Act (FMLA) of 1993.
- B. United States Department of Labor, The Fair Labor Standards Act (FLSA).
- C. United State Department of Labor, Employee Standards Administration, Wage and Hour Division.
- D. Code of Alabama 1975, as amended, § § 17-1-5, 36-XX-XX
- E. State of Alabama Personnel Department, Personnel Procedures Manual.
- F. Alabama State Personnel Department, Rules of the State Personnel Board, with Amendments
- G. ADOC AR 203, *Holiday Duty*.
- H. ADOC AR 208, *Employee Standards of Conduct and Discipline*.
- I. ADOC AR 212, *Overtime Work*.

  
Richard F. Allen, Commissioner