

Prosecuting Attorneys' Council of Georgia

Leave Policy

Annual Leave

Accrual is based on years of continuous service:

- **10 hours** per month for up to 5 years of service (*15 days each year*)
- **12 hours** per month from 5-10 years of service (*18 days each year*)
- **14 hours** per month for 10 years of service or longer (*21 days each year*)

Employees are responsible for knowing the amount of accrued leave in which they are entitled to and being abreast of their leave balances. Employees will be required to reimburse the agency for insufficient leave taken.

Sick Leave

Accrual is 10 hours per month regardless of years of service. At the end of each year (December) employees are given the opportunity to convert up to 24 hours of sick leave to personal leave. Eligible employees must have a minimum of 120 hours remaining after sick leave is converted.

***Example:** If you have 144 sick leave hours or more, you are eligible to convert the total amount of 24 hours over to personal leave. If you have a total of 124 hours of sick leave, you will only be eligible to convert 4 hours to personal leave.*

***NOTE:** Leave balance will update on the last day of the month for Monthly paid employees. Leave balance will update on 15th and the last day of the month for Semi-Monthly paid employees. Annual & Sick Leave will accrue on the last day of the month. Forfeited leave will continue to adjust after the 7th of each month*

Leave Process

Employee Request for Leave

1. Procedure for Leave Request
 - a) Employees should request leave as far in advance of the anticipated leave as attainable.
 - b) Employees should submit requests for leave in accordance with the specific requirements of the leave policy
 - c) If an employee could not have anticipated the need for a leave of absence the employee should request approval for the leave as soon as possible.

Absence Management Designees Action to Leave Request

1. Approval, Denial, or Re-Work
 - a) The Absence Management Designee should respond to all Leave Request on a daily basis or within 24 hours of receiving the request.
 - b) All request must have a response before the 27th of each month
 - c) TeamWorks Absence Management Designees are responsible for tracking Leave for the employees in their circuit/department using TeamWorks Absence Management.

Leave Process for PAC HR Coordinator

- Each year a new color of paper is selected to distinguish a different year for leave records management. A Detailed Leave Request Transactions Report will be attached monthly and kept on file by the PAC HR Coordinator.
- On the 25th of every month, the Prosecuting Attorneys' Council of Georgia Human Resources Coordinator will generate an Absence Request reminder email. This friendly reminder is sent to all TeamWorks Absence Management Designees prompting Designees to evaluate and respond to Absence Request Submissions.
- Detailed Leave Request Transaction Reports will be disbursed to each District Attorney and/or Supervisor on the 10th of each month.

- Questions, concerns, and/or comments associated with TeamWorks Absence Management should be forwarded to hr@pacga.org.

Termination

- Unused annual leave will be paid to employee after termination and certification of leave has been approved by PAC Human Resources and the TeamWorks Absence Management Designee. Any deficit amount of leave will be deducted from employee's final paycheck.

Holidays

Please refer to the State Holiday Calendar.