

Prosecuting Attorneys' Council of Georgia



WORK SCHEDULE AND ATTENDANCE & LEAVE USAGE POLICY AGREEMENT

(For PAC employee use only)

EMPLOYEE'S NAME		EMPLOYEE ID NUMBER
DIVISION NAME		EMPLOYEE JOB TITLE AND POSITION NUMBER
WORK WEEK WILL BEGIN AT a.m. every	WORK HOURS a.m. to p.m. (8 hour days, excluding breaks)	LUNCH PERIOD

In accordance with the Prosecuting Attorneys' Council rules, I hereby request the above Work Schedule. If approved, I agree to the following terms and conditions of this agreement and the leave and attendance policies set forth by the Prosecuting Attorneys' Council of Georgia.

I understand that the core business hours of the Prosecuting Attorneys' Council are 8:00 am – 5:00 pm, Monday – Friday.

I understand and agree that any deviation from the PAC core business hours require prior approval from my immediate supervisor.

*I understand that I have a right to earn leave and can expect to be given reasonable access to it. I also understand that my immediate supervisor has the right to **approve** or **deny** my use of the leave.*

I understand that all leave requests should be submitted far enough in advance to allow for continuity of agency operations during my absence.

*I understand that I can access the Prosecuting Attorneys' Council (PACGA) rule regarding leave at any time by logging on to www.pacga.org and reviewing Chapter (3) of the Council rules, titled **State-Paid Employees**.*

I understand and agree that frequent absences, regardless of the reasons, can be grounds for disciplinary action, up to and including termination of employment from the Prosecuting Attorneys' Council.

I understand that any incident of "No Call, No Show" will result in automatic termination.

EMPLOYEE'S SIGNATURE 	DATE
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CERTIFICATION OF APPROVAL

SUPERVISOR'S AUTHORIZATION 	DATE
HUMAN RESOURCES APPROVAL 	DATE