

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**1997 Legislative Session**Bill No. CB-100-1997Chapter No. 73Proposed and Presented by Council Member GourdineIntroduced by Council Member Gourdine

Co-Sponsors

Date of Introduction October 21, 1997**BILL**

AN ACT concerning

Personnel Law - Administrative Leave

For the purpose of allowing County employees up to 8 hours of administrative leave each year to volunteer in schools.

BY repealing and reenacting with amendments:

SUBTITLE 16. PERSONNEL.

Section 16-222,

The Prince George's County Code

(1995 Edition, 1996 Supplement).

SECTION 1. BE IT ENACTED by the County Council of Prince George's County, Maryland, that Section 16-222 of the Prince George's County Code be and the same is hereby repealed and reenacted with the following amendments:

SUBTITLE 16. PERSONNEL.

DIVISION 17. LEAVE.

Sec. 16-222. Administrative leave.

(a) Administrative leave may be granted to any full-time or part-time employee, as said terms are defined under Section 16-181, by the employee's appointing authority for any one (1) of the following reasons:

- (1) Performance of jury duty;
- (2) Where an employee is subpoenaed to appear before a court or otherwise

officially requested to appear before a public body, public agency or commission on matters relating to government business;

(2.1) When summoned as a witness in a criminal case;

(3) For the purpose of voting not to exceed two (2) hours following the opening of the polls or two (2) hours prior to the closing of the polls;

(4) For the attendance in an official capacity as a representative of the County, at meetings, symposiums, conferences, conventions, or hearings;

(5) For the purpose of taking educational courses directly related to the employee's work as determined by the employee's appointing authority; provided that such requests for administrative leave shall be approved in advance by the Personnel Officer and shall not exceed a total of twenty (20) working days, or the prorated hourly equivalent thereof for part-time employees, in any one annual leave year;

(6) For the purpose of investigating an alleged act of misconduct by an employee as required under the provisions of Section 16-193(c)(2)(A)(ii);

(7) Participation in blood donor program;

(8) Guard of honor at burial services;

(9) For the purpose of undergoing a medical examination as may be required by the employee's appointing authority under the provisions of Sections 16-189 or 16-221(f)(2);

(10) For the employee in interest to consult with appropriate County personnel regarding grievances and adverse action appeals, applicable affirmative action programs, skills assessment and benefit planning and counseling;

(11) For the purpose of emergency volunteer services in public safety activities as defined in the County Code by an employee not in a public safety class of work for not more than three (3) hours on any one occasion; provided that the employee requesting administrative leave for this purpose has previously notified the appointing authority in writing of the employee's volunteer firefighting commitment;

(12) For the purpose of permitting an employee to be placed on leave during the five (5) day notice period required in Section 16-201, when the appointing authority believes

that the employee's presence at work would not be in the agency's best interest[.];

(13) For the purpose of volunteering in the Prince George's County public and private schools not to exceed eight (8) hours per year.

(b) In addition to the provisions of Subsection (a), above, administrative leave may be granted to any full-time or part-time employees, as said terms are defined under Section 16-181, by the County Executive, or the County Executive's designee, for any one of the following reasons:

(1) Extreme inclement weather, or other hazardous working conditions, which may prevent an employee from reporting to work or which may require an early release from work; or,

(2) Performance of emergency civilian duty in the public interest.

SECTION 2. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45) calendar days after it becomes law.

Adopted this 25th day of November, 1997.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY:

Dorothy F. Bailey
Chair

ATTEST:

Joyce T. Sweeney
Clerk of the Council

APPROVED:

DATE: _____

BY:

Wayne K. Curry
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.