

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2013 Legislative Session

Bill No. CB-93-2013
 Chapter No. 73
 Proposed and Presented by Council Member Turner
 Introduced by Council Members Turner, Franklin, Lehman, Toles,
Olson, Harrison, Patterson, Davis
 Date of Introduction October 22, 2013

BILL

1 AN ACT concerning

2 Personnel

3 For the purpose of allowing County employees up to twenty hours of administrative leave per
 4 year to volunteer in schools.

5 BY repealing and reenacting with amendments:

6 SUBTITLE 16. PERSONNEL.

7 Section 16-222,

8 The Prince George's County Code

9 (2011 Edition; 2012 Supplement).

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 12 repealed and reenacted with the following amendments:

13 SUBTITLE 16. PERSONNEL.

14 DIVISION 17. LEAVE.

15 **Sec. 16-222. Administrative leave.**

16 (a) Administrative leave may be granted to any full-time or part-time employee by the
 17 employee's appointing authority for any one (1) of the following reasons:

18 (1) Performance of jury duty;

19 (2) Where an employee is subpoenaed to appear before a court or otherwise officially
 20 requested to appear before a public body, public agency or commission on matters relating to
 21 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 Director of Human Resources Management 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 equal employment opportunity 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 [twelve (12)] twenty (20) hours per year;

(14) For bereavement leave in accordance with Section 16-221(e)(1)(G), not to exceed three working days in the event of the death of an employee's spouse, child, or parent and not to exceed one working day in the event of the death of any other member of the employee's family.

(b) In addition to the provisions of Subsection (a), above, administrative leave may be granted to any full-time or part-time employees 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 19th day of November, 2013.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Andrea C. Harrison
Chair

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Rushern L. Baker, III
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.