

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

Legislative Session \_\_\_\_\_ 1991 \_\_\_\_\_

Bill No. \_\_\_\_\_ CB-50-1991 \_\_\_\_\_

Chapter No. \_\_\_\_\_ 47 \_\_\_\_\_

Proposed and Presented by \_\_\_\_\_ Council Member Wineland \_\_\_\_\_

Introduced by \_\_\_\_\_ Council Members Wineland, Fletcher, Bell, \_\_\_\_\_  
Pemberton and Casula \_\_\_\_\_

Co-Sponsors \_\_\_\_\_

Date of Introduction \_\_\_\_\_ June 11, 1991 \_\_\_\_\_

**BILL**

AN ACT concerning

Administrative Leave

FOR the purpose of authorizing the use of administrative leave to County employees who are required to respond to emergency volunteer services in public safety activities as defined in the County Code and for employees who are subject to adverse actions.

BY repealing and reenacting with amendments:

SUBTITLE 16. PERSONNEL.

Section 16-222,

The Prince George's County Code

(1987 Edition, 1989 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of Prince George's County, Maryland, that Section 16-222 of the Prince George's County Code be and the same is hereby repealed and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, except for any general election day which is otherwise governed by Section 16-219;

(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) (i) (2);

(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.

(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 [16-183] 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 9th day of July, 1991.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Richard J. Castaldi  
Chairman

ATTEST:

\_\_\_\_\_  
Maurene W. Epps  
Acting Clerk of the Council

APPROVED:

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Parris N. Glendening  
County Executive

KEY:

Underscoring indicates language added to existing law.  
[Brackets] indicate language deleted from existing law.