

POLICY AND PROCEDURE

SUBJECT/TITLE:	Appendix A.12 Early Release Policy
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/2010
LATEST EFFECTIVE DATE:	12/24/2018
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REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to communicate the procedure for when early release is given by the Health Commissioner.

POLICY

On occasion, the Health Commissioner may provide for the early release for employees with pay. Such release is totally at the discretion of the Health Commissioner in consultation with the Board of Health and Mayor of Columbus.

BACKGROUND

N/A

GLOSSARY OF TERMS

N/A

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. Early release shall benefit only those employees engaged in work at the time of commencement of early release. Employees who are on leave (e.g., vacation, sick leave, unpaid, absent without leave, etc.) at the time of commencement of the early release shall not be credited for the period of early release.
 - A. Example 1: An employee on eight (8) hours vacation or sick leave for a day in which early release is granted shall continue to have eight (8) hours of vacation or sick leave reduced from his/her balance.
 - B. Example 2: An employee, who is scheduled to end work at 5:00 p.m. but requests and is approved for leave at 1:00 p.m., will have four (4) hours of leave reduced from his/her balance, even if the Health Commissioner provides an early release at 1:00 p.m. on that day.

CITATIONS

N/A

CONTRIBUTORS

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APPENDICES

N/A

REFERENCE FORMS

N/A

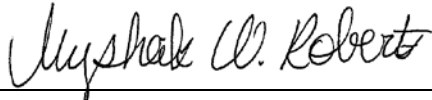
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



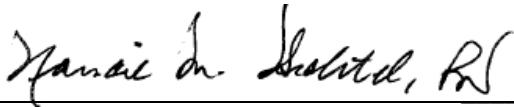
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11 / 30 / 2018
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12 / 10 / 18
Date



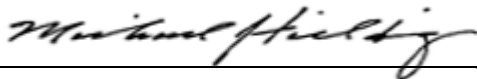
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