



POLICY & PROCEDURE MANUAL

SECTION: 300 - PERSONNEL

SUBJECT: EDUCATIONAL LEAVE

POLICY:

It is the responsibility of Public Health Trust (PHT) employees to accumulate the necessary continuing education hours for their re-licensure and certification. However, employees may be granted educational leave with pay by Department Heads to attend training meetings, educational courses or seminars provided such attendance will benefit the PHT.

Although the PHT encourages attendance at workshops and seminars for professional growth, departmental work needs must have primary consideration.

This PHT policy will be consistent with the educational leave policy published in the Metropolitan Miami-Dade County Leave Manual.

PROCEDURE:

1. An employee desiring to attend a training seminar, educational course, professional workshop, or meeting, must submit a Leave Request Form to the immediate supervisor in accordance with departmental leave request procedures.

The employee may be required to submit a brief statement and/or brochure describing the purpose of the course, seminar, or meeting with the leave request.

2. Approval of the request by the appropriate Department Head may be required.
3. Supervisors may require proof of attendance.
4. It is the responsibility of the supervisor to code the employee's attendance record and document the employee's educational record appropriately.

AUTHORIZATION:

Marvin O'Quinn, President, Public Health Trust



POLICY & PROCEDURE MANUAL

SECTION: 300 - PERSONNEL

SUBJECT: TIME OFF WITH PAY

POLICY:

It is the policy of the Public Health Trust (PHT) to authorize time off with pay to employees who request time in accordance with established guidelines.

Full-time and regular part-time employees in permanent, exempt, probationary or substitute status shall earn time-off-with-pay in accordance with PHT policies, the Miami-Dade County leave manual, and any applicable bargaining unit agreement.

I. GENERAL GUIDELINES:

- A. Requests for extended time off with pay, i.e., in excess of two consecutive weeks, must be made sixty (60) days in advance or in accordance with departmental guidelines and any applicable bargaining unit agreement.
- B. Time off with pay (except for emergencies) must be requested at least twenty-four (24) hours in advance.
- C. See Administrative Policy #319 "Leave of Absence" for guidelines regarding requesting a leave of absence.

II. PROCEDURES:

- A. It is the employee's responsibility to complete a PHT leave request form indicating the nature of the absence and the amount of paid leave time desired. If an absence is unplanned, a leave request must be completed by the employee upon return to work.
- B. It is the supervisor's responsibility to assess staffing needs, determine if the time off-with-pay request is to be authorized or denied, and inform the employee within fourteen (14) calendar days from receipt of the request or as specified in any applicable bargaining unit agreement.
- C. If an employee becomes sick or injured while on a personal leave, the department may change the paid time off to extended illness pay for the appropriate period of illness or disability.
- D. Employees who have submitted a letter of resignation or notified their supervisor of their intent to resign, will not receive extended illness payment for absences prior to their separation date unless authorized by a physician.

AUTHORIZATION:

Marvin O'Quinn, President, Public Health Trust