

Employees required to work on a designated holiday may receive compensatory time or alternate leave as authorized by department management.

Jury Duty Leave

Employees summoned for jury duty shall receive leave with pay for time spent in jury service during their normal work schedule.

Any compensation received from jury service may be retained by the employee.

The County recognizes that jury duty is the obligation of all citizens and encourages all employees to fulfill this obligation. The County will provide time off work for any employee who is required to serve on jury duty and pay will be determined in accordance with state law. However, this Section does not apply to any employee who is required to attend a judicial proceeding due to being charged with a crime.

Military Leave

(USERRA; O.C.G.A. Title 38)

Irwin County complies with the **Uniformed Services Employment and Reemployment Rights Act (USERRA)** and applicable Georgia law.

Eligible employees are entitled to:

- Unpaid military leave
- Reemployment rights
- Continuation of benefits as required by law

Paid military leave, if offered, is subject to Board policy and does not exceed statutory limits. Employees entering the uniformed services are eligible for Military Leave and will be provided all benefits to which such employees are entitled under federal and state law. If you have any questions about military leave, please contact the Human Resources Department.

Funeral & Administrative Leave

Employees may be granted funeral leave for the death of an immediate family member.

Permanent full-time employees who have been employed for **6 months** are allowed three (3) days leave with pay due to a death in the immediate family. Immediate family is defined as husband, wife, mother, father, children including (adopted or foster), mother-in-law, father-in-law, grandparents, grandchildren. Paid funeral leave will be granted (not to exceed one (1) day) for attending the funeral of a near relative. Near