

General Provisions

Failure to Return: Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment.

Alternative Employment: No employee, while on leave of absence, shall work or be gainfully employed either for himself/herself or others unless express, written permission to perform such outside work has been granted by the County. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated.

False Reason for Leave: Termination will occur if an employee gives a false reason for a leave.

Workers' Compensation

(O.C.G.A. Title 34)

Irwin County provides Workers' Compensation coverage in accordance with Georgia law.

Employees must promptly report work-related injuries to their supervisor.

Participation in Workers' Compensation benefits does not guarantee continued employment.

4.0 PAYROLL & OVERTIME

Irwin County complies with the Fair Labor Standards Act. Overtime and compensatory time are administered in accordance with Board policy.

Attendance & Timeliness

Employees are expected to report to work as scheduled and to be punctual.

Excessive absenteeism, tardiness, failure to report to work, or failure to properly notify a supervisor may result in disciplinary action up to and including termination.

Nothing in this section alters the at-will nature of employment.

Workplace Flexibility Policy

Whether an employee works onsite, in a hybrid capacity, or fully remote, the primary goal remains the consistent, high-quality delivery of services to the citizens of Irwin County. This policy applies to all full-time and part-time County employees.