

County of Gloucester
Human Resources Manual

CHAPTER:	6 – LEAVE TIME	ADOPTED: 3/7/06
SECTION:	1 – INTRODUCTION TO LEAVE TIME	REVISED:

Employees of Gloucester County are entitled to several types of leave. The types of paid leave include Holidays (HR 6.2), Vacation Time (HR 6.3), Sick leave (HR 6.4), Administrative Leave/Personal Days (HR 6.5), Bereavement Leave (HR 6.6), Military Leave (HR 6.7), Convention Leave (HR 6.8), Jury Duty (HR 6.9), and Disability Leave for cases of disability due to illness or injury as a result of, or arising from, an employee's job (HR 6.10). Requesting approval for paid leave is an internal process within a given department.

Furthermore, leaves of absence without pay may be granted at the sole discretion of the Freeholder Board to employees for certain reasons including but not limited to family and medical necessity (HR 6.11).

The form "Leave Request," HR 6.1 Exhibit Q, may be used when scheduling leave. Employees should seek further guidance from their Department Head/designee.

In addition to the leave request, each specific type of leave may have additional requirements. Please review each applicable section for more details.