

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>6 – LEAVE TIME</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>1 – INTRODUCTION TO LEAVE TIME</b>	<b>REVISED: 5/22/24</b>

Employees of Gloucester County are entitled to several types of leave. Please reference your appropriate collective bargaining agreement that specifics leave entitlement.

Examples of leave include: Holidays, Vacation Time, Sick Leave, Administrative Leave/Personal Days, Bereavement Leave, Military Leave, Convention Leave, Jury Duty and Disability Leave for cases of disability due to illness or injury as a result of, or arising from, an employee's job. 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 Commissioner Board to employees for certain reasons including but not limited to family and medical necessity.

The form "Leave Request," HR 6.1 Exhibit A, 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.