

BEFORE THE BOARD OF COUNTY COMMISSIONERS **FILED**
OF LANCASTER COUNTY, NEBRASKA

JUL 22 2004

LANCASTER COUNTY CLERK

IN THE MATTER OF ADOPTING A)
POLICY GOVERNING DIRECTOR)
LEAVES OF ABSENCE)

RESOLUTION NO. R-04-0094

WHEREAS, THE Lancaster County Board of Commissioners desires to adopt a policy establishing a procedure to be followed by Lancaster County department heads who will be absent from the office for more than one (1) business day on account of vacations or conferences.

NOW, THEREFORE, BE IT RESOLVED, by the County Commissioners of Lancaster County, Nebraska, that the Director Leave Policy attached to this Resolution is hereby adopted, effective July 27, 2004.

**Dated this 27th day of July, 2004 at the County-City Building,
Lincoln, Lancaster County, Nebraska**

BY THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

APPROVED AS TO FORM
this 27 day of
July, 2004:

Kristy Mundt
GARY E. LACEY
County Attorney

Deb Schorr

Ray A. Hovenga

Bob Workman

Russell

Larry Hudkins was absent

DIRECTOR LEAVE POLICY

LANCASTER COUNTY BOARD OF COMMISSIONERS

Lancaster County department directors are not required to obtain prior approval from the Lancaster County Board of Commissioners before being out of the office for vacations or budgeted conferences. However, when a director plans to be gone more than one working day the County Commissioners Office must be notified in writing of the dates they will be out of the office. Notification should also contain the name of the person in charge during the director's absence. Notification can be given via email, fax or memo.

Information regarding leave should be emailed to the County Commissioners Office at: commish@co.lancaster.ne.us. The director's name should be included in the email subject line. The fax number for the County Commissioners Office is: 441-6301.

For record keeping purposes a file containing these requests will be maintained in the County Commissioners Office.

The County Board, Chief Administrative Officer and Deputy Chief Administrative Officer will be notified of the leave and the person responsible during the absence of the director.

If you will be out of the office for any reason which is connected to your job, but you are being reimbursed by some organization or entity other than Lancaster County, you either must take vacation leave or not accept reimbursement. (See Resolution 99-1155, In the Matter of Adopting Benefits for County Employees in the Unclassified Service, as amended.)

Approved by the Lancaster County Board of Commissioners on July 27, 2004.

By , Chair