


Idaho Department of Correction  	<b>Policy</b>	Title: <b>Attendance, Work Hours, Leaves, and Workers' Compensation</b>		Page: 1 of 2
		Control Number: <b>206</b>	Version: <b>3.0</b>	Adopted: 07-01-1987

**Henry Atencio, deputy director, approved this document on 04/17/2015.**

Open to the public:  Yes  No

Redacted version available:  Yes  No

### Revision Summary

Revision date (4/17/2015) version 3.0:

- Update to new format
- Correct titles, review for accuracy

#### BOARD OF CORRECTION IDAPA RULE NUMBER

None

#### POLICY STATEMENT

It is the policy of the Board of Correction that the Idaho Department of Correction (IDOC) provides guidance to its employees on the expectations and responsibilities for:

- Managing employee attendance and hours worked;
- Accumulating and disposing of paid leaves (such as vacation and sick);
- Managing special leaves (leaves other than vacation or sick);
- Complying with federal and state laws regarding employee rights and obligations under the Family and Medical Leave Act (FMLA); and
- Complying with federal and state laws regarding workers' compensation.

#### PURPOSE

The purpose of this policy is to communicate the Board's philosophy in regards to ensuring fair and efficient practices for the management of attendance and hours of work, paid leaves, special leaves, FMLA leave, and workers' compensation.

#### SCOPE

This policy applies to all procedures created under the authority of this policy and to all employees of the IDOC.

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## **RESPONSIBILITY**

The director of the IDOC and the manager of IDOC Human Resources (HR) are responsible for overseeing the implementation of this policy and the development and implementation of standard operating procedures (SOPs) that provide guidance on attendance, work hours, leaves, and workers' compensation in accordance with the Fair Labor Standards Act (FLSA) and FMLA.

## **REFERENCES**

None

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