


Commission of Pardons and Parole 	Standard Operating Procedure	Title: Work Schedule and Leave Requests		Page: 1 of 3
		Control Number: 102	Version: 1.0	Adopted: 03-09-2016 Amended: 06-30-2025

Christine Starr, Executive Director, approved this document.

Open to the public: ☒ Yes ☐ No

Redacted version available: ☐ Yes ☐ No

SCOPE

This Standard Operating Procedure applies to Idaho Commission of Pardons and Parole employees to provide guidelines by which leave requests should be made and decided upon.

Revision Summary
Revision date (03/16/2016) version

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COMMISSION OF PARDONS AND PAROLE IDAPA RULE NUMBER:

None

POLICY CONTROL NUMBER

102

PURPOSE

This SOP expands upon the requirements set forth in IDAPA Rules of the Division of Human Resources and Idaho Personnel Commission 15.04.01, and outlines procedure for sick, vacation, and compensatory leave, and flex time.

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RESPONSIBILITY

Every Commission of Pardons and Parole employee is responsible for adhering to this SOP.

GENERAL REQUIREMENTS

1. VACATION LEAVE

Employees are required to obtain approval from their supervisor prior to the use of vacation leave. Supervisors should approve vacation leave with reasonable consideration of the employee's needs and desires, on the basis of work requirements and when it will least interfere with the efficient operation of the Commission.

Any compensatory time will be used before vacation time.

2. SICK LEAVE

When possible, employees are expected to plan sick time away from work, notifying their supervisor in advance prior to the absence requiring use of sick leave.

Sick leave may only be used in cases of actual illness or disability or other health reasons, or in situations where the employee's personal attendance is required or desired because of serious illness, disability, or death and funeral in the family.

"Family" includes:

- spouse
- child
- foster child
- parent
- brother
- sister
- grandparent
- grandchild
- the same relation by marriage or legal guardian

If an employee exhaust accrued sick leave, the employee must exhaust compensatory leave then vacation leave prior to the employee receiving leave without pay.

An employee who is absent due to illness or injury in excess of three (3) days may be required to provide a doctor's note. Where an employee's immediate supervisor believes an investigation into an absence should be made, a doctor's note may be required for an absence less than three (3) consecutive day.

Any employee who is suspected of misusing sick leave shall be subject to disciplinary action up to and including dismissal.

3. COMPENSATORY LEAVE

Employees are not authorized to work overtime without permission from their supervisor.

A supervisor or the Executive Director shall determine if overtime is necessary. Anticipated overtime will be approved by the employee's supervisor in advance or at the time of request unless there is an emergency.

Employees should make every effort to quickly use compensatory time.

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4. **WORK SCHEDULE:**

The work week is a scheduled 40 hour week. Each employee will work the schedule set and approved by the Executive Director. Any deviation from the set schedule will be approved by the supervisor.

REFERENCES

- Idaho Personnel Commission 15.04.01
- Idaho Division of Human Resources Rule 240.03
- Idaho Division of Human Resources Rule 240.07
- Idaho Division of Human Resources Rule 230.03

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