

**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**02-5**  
**AMENDED FEBRUARY 25, 2003**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

**PURPOSE**

To establish a uniform policy and procedure governing County employees who are absent without leave (AWOL).

**I. POLICY**

It shall be the policy of the Jefferson County Commission that employees who are absent from work without eligibility for any form of paid leave or without approved leave without pay (approved pursuant to Jefferson County Administrative Order 94-2) shall be marked for payroll purposes as absent without leave (AWOL). It shall also be the policy of the Jefferson County Commission that employees so marked as AWOL receive formal discipline which may include termination for a first offense.

**II. PROCEDURE**

Employees who are absent from work and who are not eligible for paid leave or unpaid leave pursuant to Administrative Order 94-2, shall be marked AWOL. Department Heads shall immediately initiate formal disciplinary action against any employee who is marked AWOL. That disciplinary action will be initiated in consultation with the County Attorney as required by Administrative Order 02-2.

**III. RETROACTIVE LEAVE ADJUSTMENT PROHIBITED**

Except as provided for in Administrative Order 94-2, the Payroll Manager shall not retroactively change a County employee's AWOL designation to another pay code without County Attorney review and approval.

**IV. OTHER LEAVE AND ATTENDANCE POLICIES ABOLISHED**

It is the intent of the Jefferson County Commission that this Administrative Order establish a single, unified, County-wide policy regarding employee absence without leave. Accordingly, all department, division or section policies regarding employee absence without leave, whether formal or informal, are hereby abolished and superseded by this Administrative Order.

**V. EFFECTIVE DATE**

This Administrative Order shall become effective at 12:01 a.m., March 3, 2003.

ORDERED at the Jefferson County Courthouse this 25 day of February, 2003.

---

LARRY P. LANGFORD, President  
Jefferson County Commission