

**Personnel**

**LEAVE FOR MEDICAL AND DENTAL APPOINTMENTS (CLASSIFIED) SR 4600.03**

**Purpose:**To provide employees leave without loss of pay for medical and dental appointments.

**Timeline:**Up to two (2) hours per month.

County Office classified employees are allowed up to two (2) hours per month without loss of pay or accumulated sick leave for bona fide medical and dental appointments if approved by the department head or supervisor. The supervisor may require appointments be scheduled close to the end of the employees work day if it is better for the department needs.

Any time off necessary beyond the above must be deducted from available leave time. Beyond this, lost work must be made up or deducted from the employees salary.

Department directors reserve the right to verify validity of time taken for medical and dental appointments.

Employees who wish to donate blood may use doctor release time to participate in these blood drives.

**MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 07/15/2003

**Date Revised:**