

## APPENDIX "B"

### AUGUST 6, 2019 BOARD OF SUPERVISORS AGENDA

#### **EFFECTIVE AUGUST 12, 2019**

#### **PERSONNEL RULE 7 LEAVES**

- 7025 Leave to Seek Office: An officer or employee holding a position in the classified Civil Service, except for elected officials, who in a manner prescribed by law declares himself as a candidate for elective office shall take will be granted a leave of absence leave without pay as provided by this rule and consistent with the County Ordinance Code, Section 3.04.030. The procedure and length of time shall be as provided in the County Ordinance Code, Section 3.08.120. In lieu of leave without pay, the candidate may elect to take accrued annual leave with pay for the whole or any part of the leave period mandated by this rule.

For all federal and all state-wide offices, Board of Supervisors seats, Elected County Department Heads, full-time City Council or other elected city office, full-time special district positions or other state or local governmental agency full time board positions, the period of leave shall be two (2) pay periods prior to the primary election date and three (3) pay periods prior to the general or special election date. Should the special election results require a run-off election, the period of leave shall also be three (3) pay periods prior to the run-off election date. For purposes of this rule "state-wide offices" include all state executive and legislative offices and all state established boards and commissions with elected membership. "Full-time positions" shall include any City Council or other elected city office, or other board seat for which a full-time salary is paid and/or which require regular hours of service during the normal work hours of the County employee that would substantially interfere with the performance of the County employee's duties. Additionally, a County employee may voluntarily take up to an additional six (6) pay periods of leave (the leave may be unpaid or the candidate may supplement this leave with accrued annual leave). Should the County employee run unopposed for elective office as described above, the County shall waive the mandated leave usage requirement. The County employee, however, is entitled to receive, and may choose to take, the leave as outlined above.

This rule shall not apply to candidacies for judicial office or the Fresno County Employees Retirement Association board. Further, this rule shall not apply to employees if the office they seek serves as the Department Head for the department in which they are employed. All situations not covered by this rule may be subject to normal leave request procedures provided in the County Personnel Rules at the discretion of the relevant department head.