



County of San Bernardino

DISCIPLINARY ACTIONS

Deduction of Leave

An employee with regular status may be subject to a deduction of accrued leave balances for disciplinary reasons. This action is the result of an employee being found to be in violation of the San Bernardino County Personnel Rules or department regulation.

REFERENCES

All current County Memoranda of Understanding (MOU), Exempt Compensation Plan, Personnel Rules

GENERAL INFORMATION

Note: Management, Professional, and Supervisory employees – reduction of leave time is limited to vacation, holiday, annual or administrative leave.

Deduction of accrued leave time may be made in increments of less than one (1) work week.

To process this action an Order of Deduction of Leave and a memo addressed to EMACS-HR containing the employee's name, ID, type of leave, number of hours to be deducted is required. Generally these are prepared by the department Human Resources Business Partner (HRBP), who will provide copies to the payroll specialist. The number of hours to be reduced will be specified on the Order. *Refer to department guidelines for individual procedures.*

Note: A proposed Order cannot be used to process a disciplinary action.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Attach copies of the first and last page (signature page) of the Order to JAR. Copy of Order should be modified to comply with department confidentiality.
- ◆ Retain copies for department file. *Refer to department guidelines for individual procedures*
- ◆ Forward memo and copy of Order to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

DISTRIBUTION GUIDELINES

The department HRBP will forward the Order to employee's Personnel (OPF) File at Human Resources. *Refer to department guidelines for individual procedures.*

RELATED FORMS/PROCEDURES

Personnel (OPF) File