

**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**06-2**

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

**PURPOSE**

To establish a policy and procedure for the use of paid vacation leave by department heads.

**I. POLICY**

It shall be the policy of the Jefferson County Commission that department heads notify their Appointing Authority prior to using paid vacation leave.

**II. PROCEDURE**

Each Department Head shall provide advance notice to his or her Appointing Authority of intention to take vacation leave. Provided, in the event of an emergency preventing such advance notice, the Department Head shall provide notice with contact information as soon as possible, but no later than the first business day of his or her absence from the work place.

**III. EFFECTIVE DATE**

This Administrative Order shall be effective immediately.

ORDERED at the Jefferson County Courthouse, this 5th day of December, 2006.

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION

DATE: 12-5-06

MINUTE BOOK: 152

PAGE(S): 389

  
BETTY FINE COLLINS, President  
Jefferson County Commission