

DEPARTMENT HEAD ABSENCE FROM OFFICE NOTIFICATION POLICY

POLICY

To ensure Black Hawk County's operations run smoothly at all times, Department Heads shall notify the Board of Supervisors whenever they are going to be gone from their offices for one or more work days.

SCOPE

This policy applies to all Black Hawk County Department Heads under the control of the Board of Supervisors.

PROCEDURES/REQUIREMENTS

Whenever a Department Head will be absent from his/her office for one or more work day, the Board of Supervisors should be notified of the length of absence, reason for the absence, and the name of the individual who has been designated by the Department Head to be in charge of the office during his/her absence.

The Department Head shall inform the Board of the cost or estimated cost to the County of any work-related travel covered by this policy. If the Department Head will be attending a conference, seminar, or school of instruction lasting more than one day, he/she shall provide the Board of Supervisors with a written request for authorization to attend in accordance with the County's Travel Authorization and Reimbursement Policy.