STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **Policy and Procedure**		POLICY AND PROCEDURE NUMBER **02.01.090**	PAGE 1 of 3
		EFFECTIVE DATE May 1, 2006	
SUBJECT **Approved Absences for Service on State Boards, Commissions, and Similar Bodies**		SUPERSEDES 20-1108	DATED November 1, 1988
CHAPTER **Administration**	SECTION **General Administration**	APPROVED BY Mike Barton	

PURPOSE

This formalizes the policy and procedure of the department on approving absences of employees who are appointed to state boards, commissions, and similar bodies not directly related to their official duties as employees.

POLICY

An employee will be excused from normal job duties but remain in duty status when the employee is appointed by the governor as a noncompensated member of a state board, commission, or similar body and the employee's absence is required to attend a scheduled meeting of that body, except as limited in the following procedure.

This policy will be extended to employees whose appointments are not made by the governor provided there is a benefit to the department. Such absences will not exceed ten days per calendar year.

PROCEDURE

General approval of absence – appointed by governor

An employee who is appointed by the governor as a noncompensated member of a state board, commission, or similar body and who seeks approval under this policy to be absent for scheduled meetings of that body, will provide to the employee's director[1] (1) documentation of the appointment and (2) a written request to be absent to attend scheduled meetings of the body.

The director will review the appointment and if it is within the policy, approve the request, forward the approved request and documentation of the appointment to the

[1] Director means regional or division director and system director or manager.

appropriate personnel office, and provide a copy of the approved request to the employee.

If the director determines the request is not within the policy, the director will communicate that to the employee.

When the employee concerned is a director, the appropriate deputy commissioner will be substituted where the term director appears in this section. When the employee concerned is on the staff of the Commissioner's Office, the commissioner will serve the function of the director described in this section.

General approval of absence – not appointed by governor

An employee who is appointed by someone other than the governor as a noncompensated member of a state board, commission, or similar body and who seeks approval under this policy to be absent for scheduled meetings of that body, will provide to the employee's director (1) documentation of the appointment and (2) a written request to be absent to attend scheduled meetings of the body.

The director will review the appointment and if it is within the policy, recommend to the appropriate deputy commissioner that the request be approved. If the deputy commissioner concurs, the deputy commissioner will approve the request and return the approved request and documentation of the appointment to the director. The director will forward the approved request and documentation of the appointment to the appropriate personnel office and provide a copy of the approved request to the employee.

If the director or deputy commissioner determines the request is not within the policy, the director or deputy commissioner will communicate that to the employee.

When the employee concerned is a director, the appropriate deputy commissioner will be substituted where the term director appears in this section, and the deputy commissioner is the sole approving authority. When the employee concerned is on the staff of the Commissioner's Office, the commissioner will serve the function of both the director and the deputy commissioner described in this section.

Approval to be absent at specific times

Before a scheduled meeting of the body, the employee will submit to the supervisor (1) a written request for leave in the format ordinarily required for requesting leave, (2) a copy of the general approval of absence, and (3) a copy of the meeting notice or other evidence of the meeting. The request for leave may include necessary travel time.

Subject to the ten-day limit set in the policy, the supervisor will approve the request for leave if the employee's absence will not harm the department. The approved request will identify service on the named body as the purpose of leave. The employee and the supervisor will both hold documentation of the approved request. However, no leave will be recorded in the payroll system or charged against the employee's leave account.

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, regional and division directors, system directors and managers, supervisors, and employees generally

DISTRIBUTION

All department employees via the DOT&PF website