



LARAMIE COUNTY GOVERNMENT

TITLE Elected Office Leave	APPROVAL DATE 8/15/1995
SECTION Time Off/Leaves of Absence	REVISION DATE 4/10/1998

An employee elected to public office shall take accrued vacation leave or leave without pay for the performance of official duties. If the employee chooses leave without pay and the elected office pay is equal to or greater than the county pay, the employee may submit the service payment to the Elected Official, Department Director or Manager, who shall submit the payment to the County Treasurer's Office and submit the receipt to the Accounting Office. The county will then pay the employee according to regular county wage/salary and benefits. An employee so serving must contact the Accounting Office prior to beginning elected office service and make arrangements of how pay is to be handled.