



ROBERT BENTLEY
GOVERNOR

State of Alabama Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883



JEFFERSON S. DUNN
COMMISSIONER

March 7, 2016

TO: WARDENS
DIVISION DIRECTORS
HEADS OF STATE AGENCIES
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1, Revised
ADMINISTRATIVE REGULATION 220

DEPARTMENTAL LEAVE POLICY

PURPOSE: To add requirements for mandated overtime under abuse of sick leave.

CHANGES TO BE MADE:

Reference:

AR 220, *Departmental Leave Policy*, dated March 26, 2010.

Action Required:

Section V, B, 8, h.

Add this paragraph:

Any employee calling in sick when scheduled for advanced mandated overtime may result in the employee receiving corrective action for Unexcused Absence, unless medical documentation is provided.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed.

Advise all personnel in your organization of the change to this regulation.


Jefferson S. Dunn
Commissioner