

3.6(2): Administrative Leave

This policy applies to all employees.

POLICIES AND PROCEDURES

Administrative leave shall be granted at the discretion of the County Manager. Employees cannot receive pay in lieu of administrative leave and any remaining leave is forfeited upon separation from the county for any reason.

TYPES OF ADMINISTRATIVE LEAVE

Exempt Employees

As a way to remain competitive in the market, all exempt employees are eligible for one (1) administrative day off per month. Employees cannot accumulate exempt administrative leave and it will not be paid out at any time. Exempt employees must be in a paid status for more than half of the month to earn their exempt administrative leave for that month.

Incentive

Incentive administrative leave may be provided to employees for doing work that extends beyond the scope of their normal job duties or for working a significant amount of extra hours on a project. This must be approved by the department director and should only be provided in special circumstances.

Inquiry

An employee may be placed on administrative leave pending an investigation or to allow the county to look into a specific situation. This is not a disciplinary action in itself but allows for the county to conduct a thorough investigation. An employee may also be on investigatory administrative leave during the Pre-Disciplinary process and/or appeal process.