

384 Administrative Leave

Effective Date: 5/25/2005

Revision Date: 1/26/2011

The Executive Director has the authority to grant paid or unpaid administrative leave to an employee. Examples of this type of leave may include jury duty, bereavement leave, inclement weather, portions of leave attached to holiday pay, birthday and other leave described herein, at the sole discretion of the Executive Director.

Full day paid or unpaid administrative leave will be granted equal to the number of hours commensurate with the below designated employment classification.

- Full-time = 8 hours per day
- Part-time = 6 hours per day
- Part-time = 4 hours per day

With the existence of extraordinary circumstances, such as instances of community emergencies, agency crisis or times of fiscal constraint or urgency which threaten the health, stability, or soundness of the agency, the Executive Director may, after analyzing data obtained from the Finance Director and Division Directors, grant **paid or** unpaid administrative leave. The use of Personal Leave (*Policy 380*) is prohibited during the designated unpaid administrative leave period.

Staff required to take unpaid administrative leave due to fiscal constraint or urgency may be eligible to receive a portion of the unpaid administrative leave, at a later date, provided the fiscal constraint or urgency is deemed nonexistent and the employee is still actively employed and shall be strictly at the discretion of the Executive Director.

Pay-related questions or concerns should be directed to the attention of the employee's immediate supervisor.

Employee Acknowledgement

I understand Policy 384 Administrative Leave and agree to adhere to this policy as a condition of employment or continued employment with the agency. My employer has provided a copy of this policy to me and I have had the policy explained to me. I have been given the opportunity to ask questions.

Date: _____ Signature: _____

Only change to policy is to add "paid or" to the policy above.