



**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b>	<b>1280</b>	<b>Date Issued:</b>	<b>December 1, 1993</b>
<b>Section:</b>	<b>1000 – Personnel Policies</b>	<b>Date Revised:</b>	<b>February 24, 2022</b>
<b>SUBJECT: ADMINISTRATIVE LEAVE</b>			
<b>APPROVED:</b>	<u>&lt;signed copy on file&gt;</u> Board Chairperson		

- 1.0 The purpose of Administrative Leave is to recognize work performed by exempt employees within the scope of their management duties in excess of a forty (40) hour work week.
  - 1.1 While Administrative Leave is not based upon actual hours worked on an hour-for-hour basis, it does allow exempt employees to receive recognition of time worked in excess of their forty (40) hour work week.
- 2.0 Eighty (80) hours of Administrative Leave per calendar year will be granted to each exempt employee who has committed, or is expected to commit, a minimum of eighty (80) hours per fiscal year beyond their regularly scheduled work hours.
  - 2.1 Operations Supervisors who are assigned as Shift Watch Commanders will be granted an additional forty (40) hours of Administrative Leave per calendar year in recognition of the extra time worked in that assignment.
  - 2.2 Exempt employees shall have an option to receive their Administrative Leave as paid time off or additional pay (as based upon their hourly salary rate at the time of pay out), or any combination which does not exceed the total allotment granted for the specific calendar year.
- 3.0 Administrative Leave may not be carried over to any subsequent calendar year if not used in the year of allocation.
  - 3.1 Unused Administrative Leave shall be cashed out if not used in the year of allocation.

- 4.0 Exempt employees who terminate employment during a calendar year (or Watch Commanders who change assignments) will be compensated for Administrative Leave on a pro-rated basis.