

Subject: Administration of Administrative Leave	Number: 6-13
Responsible Department: City Manager	Date Issued/Revised: July 1, 1999
	Approved:

Purpose

To establish uniform rules, regulations and procedures for the administration of Administrative Leave for management employees.

Policy

The Salary Resolution provides the authority for the granting of Administrative Leave. It also authorizes the Chief Administrative Officer to establish rules and regulations regarding the administration of this leave.

Procedures

1. Initial 48 Hours.
 - a. A balance of 48 hours (67 hours for Battalion Chiefs) of administrative leave shall be credited as of the first day of the first full pay period in July of each fiscal year for employees permanently appointed to positions in classes that are included in the Management and Confidential group, who are not entitled to payment for, or equivalent compensatory time off for, overtime work.
 - b. Upon employment by the City, new employees appointed to such positions shall be credited with four hours of administrative leave for each full calendar month remaining in such appointment in the fiscal year.
 - c. Employees provisionally appointed to such positions shall receive four hours of administrative leave for each full completed month of the provisional appointment. After such appointment expires, if the employee is not authorized the accumulation of administrative leave in his or her permanent position, the employee shall have 30 days in which to take the administrative leave or request compensation for it.
 - d. Employees granted administrative leave may take such leave, or be compensated for such leave, at any time during the fiscal year. An employee may not request compensation for administrative leave more than twice in one fiscal year.
 - e. Any administrative leave not taken or compensated for shall not be added to the leave credited in the next fiscal year.

- f. Department directors shall authorize the taking of administrative leave within their departments, subject to the convenience of the department. Approval by the Chief Administrative Officer must be obtained before a department director may take such leave.

2. Administrative Leave for Superior Performance

- a. A department director, with the approval of the Chief Administrative Officer, may grant not more than an additional 32 hours administrative leave to those management employees whose performance in the fiscal year prior to the granting of such leave has been superior.
- b. Each department director shall prepare a list of management and confidential employees in the department who are recommended for up to 32 hours of additional administrative leave per year.
- c. For each employee, the department director must prepare a performance evaluation that justifies the granting of such leave.
- d. Information required under 2c above must be submitted to the City Manager's Office not later than June 1 of each year for leave to be granted for the subsequent fiscal year. Any additional administrative leave will be approved effective July 1.
- e. This additional leave cannot be cashed in by employees.
- f. Employees not otherwise eligible for administrative leave who are provisionally appointed to permanent positions in classes eligible for administrative leave, and new employees, shall not be granted any part of this additional administrative leave.
- g. Any such leave not taken at the end of the fiscal year shall not carry forward to the next fiscal year.