



## ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
<b>July 1, 2013</b>		

### I. **PURPOSE**

To outline City of Tucson policy for the provision of Administrative Leave and Imposed Leave.

### II. **ADMINISTRATIVE LEAVE**

Under circumstances in which exempt employees are required to work an exceptional amount of time in performance of their duties, department directors may approve Administrative Leave in the special circumstances described below:

- A. The department director may approve an exempt employee for 40 hours of Administrative Leave per calendar year.
- B. Departments must submit a memorandum explaining the employee's Administrative Leave to the City Manager's Office. A copy of the memorandum should be retained with the departmental payroll staff, and the original must be sent to the Human Resources Department to be placed in the employee's personnel file.
- C. The Administrative Leave policy does not require department directors to keep records of the extra hours worked for purposes of calculating Administrative Leave for exempt employees, nor should the department approve the time off on an hour-for-hour basis.
- D. Fair Labor Standards Act regulations require that exempt employees be treated as salaried employees rather than as hourly wage employees.

### III. **IMPOSED LEAVE**

A department director/designee may require an employee to take Imposed Leave with or without pay, with the concurrence of the Human Resources Director/Designee and the City Attorney's Office.

- A. **Imposed Leave with Pay** – Imposed Leave with Pay is appropriate when:
  - 1. An employee is too disruptive or dangerous to remain in the work place;
  - 2. An employee is removed from the worksite pending investigation of a matter where there is concern that the employee's presence in the workplace may impede or compromise the investigation;
  - 3. To address matters of safety during an ongoing investigation, and;
  - 4. During the time period between the pre-discharge Notice of Intent and the pre-discharge review meeting (provided that the employee was in paid status at the time the employee received the Notice of Intent) (A.D. 2.02-16, Disciplinary Action).



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- B. Imposed Leave without Pay** – Imposed Leave without Pay is appropriate when:
  1. An employee is placed on unpaid leave while criminal charges are pending;
  2. An employee who is on unpaid leave is served with a pre-discharge Notice of Intent, in which case the employee will remain on unpaid status during the time between the pre-discharge Notice of Intent and the pre-discharge review meeting, or;
  3. The employee is incarcerated.
  
- C. Duration** – The duration of the Imposed Leave will be noted on the Personnel Action Request Form (PARF) signed by the department director/designee, the Human Resources Director/Designee, and the City Attorney’s Office. The duration of the Imposed Leave may be for a specific or an indefinite period of time. If a specific period of time is not designated, the Imposed Leave will be for a maximum of 30 calendar days. Extensions of Imposed Leave must be submitted by written request by the department director/designee, and approved by the Human Resources Director/Designee and the City Attorney’s Office.
  
- D.** Imposed Leave and any extensions of Imposed Leave - will be documented on a PARF signed by the department director, the Human Resources Director/Designee and the City Attorney’s Office.

**Forms** None.

**References** (for a complete list of references for the entire AD Leaves series, please see AD 2.01-7)  
2.01-2 Overtime Policies  
2.02-16 Disciplinary Action

**Review Responsibility and Frequency** The Human Resources Director will review this directive as needed.

**Authorized**

  
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 City Manager

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 Date *6/24/13*