



ADMINISTRATIVE DIRECTIVE

SUBJECT OTHER LEAVES	NUMBER	PAGE
	2.01-7M	1 of 2
	PAGE ISSUE DATE July 1, 2007	

I. 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 grant time off administrative leave in the special circumstances described below (see Administrative Directive [2.01-2](#), Overtime Policies for definition of exempt and non-exempt employees).

- A. At the discretion of the department director, an exempt employee may be granted administrative leave of up to three (3) days provided the total amount of administrative leave does not exceed forty (40) hours per calendar year. Departments should 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. 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 be granting the time off on an hour-for-hour basis. FLSA regulations require that exempt employees be treated as salaried employees rather than as hourly wage employees.
- B. More than three (3) days administrative leave may be granted with prior City Manager approval, provided the total amount of administrative leave does not exceed forty (40) hours per calendar year.
- C. Administrative leave is documented on a PARF (or EPIC) signed by the department director and City Manager, if the administrative leave is for more than three (3) days.

II. IMPOSED LEAVE

A department director, may require an employee to take imposed leave with or without pay, with the concurrence of the Human Resources Director (or designee) or the City Attorney's Office.

- A. **Imposed Leave with Pay.** Imposed leave with pay is appropriate when: an employee is too disruptive or dangerous to remain in the work place; 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; and 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) (see Administrative Directive [2.02-16](#), Disciplinary Action).
- B. **Imposed Leave without Pay.** Imposed leave without pay is appropriate when an employee is placed on an indefinite suspension while criminal charges are pending or when an employee who is on leave without pay 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.

