

City of Albany
 Human Resources Policy
 Policy #: HR-BC-01-001
 Title: Administrative Leave

Benefits & Compensation

Purpose To provide exempt status employees not eligible for overtime pay additional paid leave.

Policy Administrative leave is paid leave in addition to vacation and holiday.

Eligible Employees

All exempt status employees as defined by the Fair Labor Standards Act (FLSA).

Leave Time

Employees authorized to receive administrative leave will be credited hours on the first day of each new fiscal year (July 1) after receiving the authorized exempt status employee list from the Human Resources Department. Hours available are as follows:

Administrative Leave Fiscal Year	Hours Credited Annually (July 1)	Allowed Cash Payment Annually	Allowable rollover
July 1 - June 30	80 hours	40 hours	0

Payroll will be responsible for:

1. Crediting each authorized employee's account at the beginning of each fiscal year.
2. Maintaining the balance of each employee's administrative leave account.
3. Deducting leave reported on timesheets from employee accounts.
4. Reducing all employee administrative leave accounts to zero on June 30 of each year.

Cash Payment Allowance


Once during each fiscal year, an employee may request, in writing by the 15th of the month to Payroll, to receive a cash payment for up to 40 hours of their available administrative leave, which will be paid at their regular hourly rate of pay on the next regularly scheduled payday. All hours requested and paid will then be deducted from the employee's available administrative leave hours.

New Hires

Eligible employees hired after the beginning of the fiscal year shall have administrative leave added to their payroll account based on 6.67 hours for each full month remaining in the fiscal year.

Termination

Terminating employees who have used or received a cash payment for unearned Administrative Leave, but have not earned in the fiscal year the leave time (based on 6.67 hours of time earned for each full month of work) will be required to reimburse the City for the unearned time taken. The reimbursement will be deducted from the terminating employee's final paycheck.

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Definitions **Exempt Status-** A job description that meets the exempt status duties and salary tests for Administrative, Executive, or Professional job duties under the Federal Department of labor regulations, Fair Labor Standards Act (FLSA) guidelines and Oregon State law.

References N/A

Review and Authorization

Supercedes: ERP 2.2.1; 10/01/1989	Created/Amended by/date: DD; 09/01/2004	Effective Date: 11/01/2004
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes