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

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**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)	Allowable Rollover
July 1 - June 30	80 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.

**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 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.

	<b>City of Albany</b> Human Resources Policy Policy #: HR-BC-01-002 Title: Administrative Leave	<b>Benefits &amp; Compensation</b>
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**References**      N/A

**Review and Authorization**

Supercedes: HR-BC-01-001; 09/01/2004	Created/Amended by/date: DS; 11/17/2016	Effective Date: 11/20/2016
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