

## **CHAPTER 10. WORKING HOURS, WORKWEEK AND OVERTIME**

SECTION 10.3. ADMINISTRATIVE LEAVE EMPLOYEES. An exempt employee in a regular full-time management position designated by the Board as an administrative leave classification shall be entitled to 80 hours of compensated administrative leave per calendar year, which shall be credited on the first payday on or after January 1. An employee first appointed during a calendar year shall be credited upon appointment with a number of hours equal to 6.66 hours for each full calendar month remaining in the calendar year. No employee in an administrative leave position shall be compensated for overtime work. Unused administrative leave shall be lost if not used by the end of each calendar year and upon termination. However, in lieu of paid time off under this benefit plan, a management employee may ~~request and receive~~elect to receive payment for up to a maximum of ~~48~~80 hours of unused administrative leave following the conditions outlined in Section 15.6.C. ~~Payment shall be made at the base hourly rate, without additions. A request for payment may be made in November or December, and will be granted only if the employee has already taken at least 80 hours of vacation and/or administrative leave between the preceding January 1 and the date of request for payment.~~ The Personnel Director, or his/her designee, shall maintain a current list of administrative leave classifications.

---