

CHAPTER 15. MANAGEMENT BENEFITS

SECTION 15.6. ADMINISTRATIVE LEAVE.

A. A management employee is entitled to 80 hours of administrative leave per calendar year, which shall be lost if not used by the end of the year. This time will be credited on the first payday on or after January 1 and is neither accumulative from year to year nor to be considered part of earned vacation accrual.

A new eligible employee will receive a portion of the time, in advance, on a prorated basis consistent with his/her date of appointment.

B. Pre-retirement Leave. Unit members who are depleting leave balances immediately prior to retirement shall not be eligible for additional administrative leave credit which might otherwise accrue during the leave period.

C. Beginning in 2017 for the 2018 calendar year and going forward with each subsequent calendar year, in lieu of paid time off under this benefit, a management employee may request elect and to receive payment for up to a maximum of 80 hours – in five (5) whole hour increments - of unused administrative leave so long as the following criteria are satisfied:

- Any employee utilizing this provision will be required to submit an irrevocable election through Employee Online by December 31st of the calendar year prior to the calendar year in which the administrative leave is to be cashed out.

Where a management employee has properly elected an intent to cash out administrative leave in the applicable calendar year as noted above, the employee can choose any pay period(s) during the year to receive the elected cash out. All requests for cash out must be made through Employee Online by the due date listed for each pay period. All requests must be submitted in five (5) whole hour increments. All requests for a cash out will be limited to the number of hours elected the preceding calendar year less any cash outs already approved, and the actual current year hours available at the time of the cash out.

If a management employee who has elected cash out fails to request the elected cash out in the applicable year, the County will automatically cash out the designated amount up to the hours available to be paid on the final payday of that calendar year. All annual cash out payments shall be at the base hourly rate only with no other add-on compensation included.

By November 15 of each calendar year, the County shall issue a notice to those employees who have elected cash out and have remaining cash out balances available.

If a management employee fails to submit an irrevocable election by December 31st of the calendar year prior to the calendar year in which the administrative leave would be cashed out, the employee will be deemed to have waived their right and will not be eligible to cash out any such leave in the following calendar year.

~~Payment shall be made at the manager's current hourly rate (which may include stipends). A request for payment may be made following notification from Payroll and will be granted only once. The payment shall be made in November or December of each year, and will be granted only if the employee has taken off at least 80 hours of vacation/administrative leave time during the calendar year.~~

~~Additionally, effective January 4, 2009, a management employee may request to receive payment for up to an additional forty (40) hours of unused administrative leave [for a total of eighty (80) hours] if approved by the Department Head, or CEO, or his/her designee, for appointed Department Heads. Request for payment of this second 40 hours may be made in November or December, of each year according the schedule established by Auditor — Controller. The initial 40 hours (and the additional 40 hours) will be granted only if the employee has already taken at least eighty (80) hours of vacation and/or administrative leave between the preceding January 1 and the date of request for payment. Part-time management employees shall not be eligible for this sell back option. Such payment shall be at the base hourly rate only, no add-ons.~~

D. A management employee separating from County employment will not receive payment for unused administrative leave.