

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 elect 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.

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