

ARTICLE XI. ADMINISTRATIVE LEAVE

- A. **Credit.** Each Association employee shall be entitled to eighty (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 in advance on or near each January 1st, and is neither cumulative from year to year nor to be considered part of earned vacation accrual. Newly eligible employees will receive a portion of the time, in advance, on a prorated basis consistent with their dates of appointment or designation.
- B. **Annual Payment.** Beginning in 2017 for the 2018 calendar year and going forward with each subsequent calendar year, an employee may elect to receive payment for up to eighty (80) hours of unused administrative leave; hours requested must be submitted in a minimum of five (5) whole hour increments- 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 an 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 in one lump sum or a portion thereof in a minimum of 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. All requests for cash out must be made through Employee Online by the due date listed for each pay period.

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

If an 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.

If an 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.