

ADMINISTRATIVE LEAVE

PURPOSE

To authorize the paid absence of an employee for the good of the Agency service.

SCOPE

This policy applies to all permanent CFCE employees.

POLICY

Administrative leave may be granted for the following reasons:

- To take professional licensing exams and to appear for interviews in connection therewith.
- Granting an employee reasonable time off to vote if he/she is a registered voter or granting time off attend the funeral of a fellow employee.
- Administrative leave shall not be granted in place of sick leave during a new employee's probationary period or if any employee exhausts accumulated sick leave.
- To permit time off with pay for non-required employees during extreme weather or other emergency situations, where such excused time is authorized by the CEO.
- To relieve employees from duty, with pay, when under administrative disciplinary investigation with the approval of the CEO.
- To excuse employees testifying for the state, county or other government jurisdiction when subpoenaed in connection with job functions.
- To excuse employees to attend professional conferences.

PROCEDURE

The request for administrative leave must be submitted in writing to the CEO through the immediate supervisor at least one week in advance.

Selection of employees to attend conferences will be made by the supervisor and the CEO according to availability of money and the scheduling of employee's absences from the office. Agency representation will be arranged according to availability of money.

Administrative Leave may only be granted by the CEO. All such absences must be authorized by a properly completed leave request.