

**Policy Title**

Administrative Leave

Control Number

HR040

Policy Date

06/05/06

Revision Date

03/09/20

Purpose

To ensure employees' salaries during situations of authorized leave with pay

Scope

All Full Time Scotland County Employees

Policy Statement

For situations considered to be in the public interest, such as civil disturbances, inclement weather, or other circumstances deemed as good judgment or practice, the County Manager may authorize leave with pay.

Policy Guidelines

Administrative Leave hours will be determined based on the County Manager's authorization and will be capped at eight (8) hours per day.

Administrative Leave will be provided for each full time employee regardless of shift and/or work schedule. This leave is available for the employee and/or timekeeper or supervisor to complete the scheduled work week without creating overtime.

Administrative Leave use is not tied to a specific time period. Any unused leave will be available for use beyond the specific event.

The Administrative Leave benefit is not payable upon termination or any other situation.

Essential Employees

Essential Employees are determined by the Department Head as needed and approved by the County Manager.

Essential Employees are required to work during the event and will report when notified. Failure to report will be subject to disciplinary action up to and including termination.

Reference

Replaces: Personal Policy dated, June 5, 2006, amended October 6, 2008
Article VI, Leaves of Absence, Section 5, Adverse Weather Conditions
Article IV, Leaves of Absence, Section 12, Administrative Leave
Administrative Technical Bulletin, "Clarification of Adverse Weather Conditions Policy", dated March 19, 2015