



Administrative Policy

Policy: Executive Leave Policy

Administered By: Human Resources

Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
01400.201	04-01-16	06-16-21		

ARTICLE I – PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to establish guidelines for the accrual and use of Executive Leave.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Policy 200.29 (Executive Leave) administered by the Human Resources Division and last updated on October 4, 2004; and
- Policy 100.17 (Executive Leave) administered by the Human Resources Division and last updated August, 1992.

ARTICLE II – DEFINITIONS AND SCOPE

Section 2.1 Definitions

- A. Executive Leave. The term “Executive Leave” shall mean time off with pay in hourly increments granted to an Eligible Employee.
- B. Eligible Employee. The term “Eligible Employee” shall mean an employee who is eligible to receive Executive Leave, as specified in the memorandum of understanding (“MOU”) or compensation and benefits resolution governing the employee’s position.
- C. Quarter. The term “Quarter” shall mean each calendar quarter, beginning on January 1, April 1, July 1, or October 1, as applicable, and ending on the succeeding March 31, June 30, September 30, or December 31, as applicable.

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all Eligible Employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those Eligible Employees under their authority.

Section 2.3 Exemptions from Scope

N/A

ARTICLE III – EXECUTIVE LEAVE ACCRUAL AND USE

Section 3.1 Accrual Rate

- A. As specified in each applicable MOU or compensation and benefits resolution, Eligible Employees shall be granted over the course of a year a total of one hundred and eight (108) hours of Executive Leave. Such MOU’s and resolutions have indicated that accrual and use of Executive Leave are on a calendar year basis, but by this policy that will change to fiscal year effective April 1, 2016 and the MOU’s and resolutions will be clarified accordingly.
- B. Each Eligible Employee shall accrue twenty-seven (27) hours of Executive Leave per Quarter, effective as of the first payroll period with a pay day during that Quarter.
- C. City employees who become Eligible Employees in the middle of a Quarter shall accrue a pro-rated amount of Executive Leave for that Quarter, at the rate of 4.16

hours per payroll period for each payroll period with a pay day remaining during that Quarter.

Section 3.2 Executive Leave Use

- A. Executive Leave may be used in one (1) hour increments.
- B. Eligible Employees shall only use Executive Leave hours that have been previously accrued during the fiscal year. Eligible Employees shall not be permitted to have a negative balance in their Executive Leave hour balance.
- C. Executive Leave may not be donated to another employee.
- D. Eligible Employees may not use unused Executive Leave upon separation from employment or retirement, in order to extend the employee's date of separation or date of retirement.
- E. Executive Leave is not subject to any annual leave buy back provisions, as may be specified in an MOU or compensation and benefits resolution. Eligible Employees shall not receive any form of pay in lieu of Executive Leave.
- F. Although no amount of Executive Leave ever has cash value, up to eighty (80) hours of Executive Leave that has been accrued, but unused, as of the last payroll period of any fiscal year shall carry over to the next fiscal year. Any such hours in excess of shall eighty (80) not carry over to the next fiscal year.

ARTICLE IV – PROCEDURE FOR USE OF EXECUTIVE LEAVE

Section 4.1 Leave Approval by Department Head

Each Eligible Employee shall first request and obtain approval by their department head or designee before they take all or any portion of a day off, in the same manner as requests to use annual leave are made and considered. To the extent not in conflict with an applicable MOU or compensation and benefits resolution, requests can be approved if the department's schedule can accommodate the request and the request does not otherwise violate City policy or procedure.

Section 4.2 Submission of Time Card; Executive Leave Approval & Rejection

If a leave request has been approved for which an Eligible Employee wishes to use Executive Leave, the Eligible Employee shall be responsible for determining that they have sufficient accrued but unused Executive Leave hours to accommodate the request. If so, they shall clearly indicate on their timecard the number of Executive Leave hours desired to be used during that payroll period. The supervisor charged with approving the timecard shall, before doing so, verify that the Eligible Employee has sufficient accrued but unused Executive Leave hours to accommodate the request; otherwise, the timecard shall be rejected. If rejected, the Eligible Employee will then have the choice of using annual leave hours (if they have sufficient accrued but unused hours available), working (if the day for which leave was requested has not yet occurred), or taking leave without pay.

Section 4.3 Payroll Tracking; Timecard Rejection

Payroll shall track the number of Executive Leave hours used by each Eligible Employee. Time cards shall be rejected by payroll if they reflect Executive Leave hours that the Eligible Employee has not yet accrued. If rejected, the options provided for in Section 4.2 above shall be available to the Eligible Employee.