

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

Procedure No.: EP 7-9

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## **Administrative Leave**

**SCOPE:** This procedure applies to all classified employees of the Board.

### **PROVISIONS:**

1. **General Rule** - Administrative leave shall be approved for official purposes as identified by the Administrating Official or designee.
  - a. **Paid Administrative Leave** will not be charged against the employee's leave balances.
  - b. **Unpaid Administrative Leave**- the Administrating Official or designee may place an employee on administrative leave without pay following a de minimis hearing.
2. If an employee is selected as a donor of bone marrow, tissue or organs, and the donation requires absence from work as a result of the donation procedure or recovery from the procedure, those absences, up to a maximum of five work days, will be covered under administrative leave.
  - a. The Administrating Official may approve absences of longer than five days.
  - b. Administrative leave is not appropriate for donations of aphaeresis or whole blood at times other than during County-sponsored blood drives.