

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

Policy No.: 7-9

Effective: 12/01/05

Revision No.: 1

Review Date: 12/01/06

Administrative Leave

SCOPE: This policy applies to all Classified employees of the Board of County Commissioners.

PROVISIONS:

1. **General Rule.**
 - a. Administrative leave shall be approved for official purposes as identified by the Administrating Official. Administrative leave will not be charged against the employee's leave balances. Under extenuating circumstances the Administrating Official may place an employee on administrative leave without pay following an appropriate 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.

County Manager

County Attorney