

*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 7-13  
Revision No.: 2

Effective Date: 08/30/2025  
Review Date:  
03/01/2007, 08/21/2019,  
7/30/2020, 8/12/2021,  
12/5/2024, 3/13/2025

## **Managerial Leave**

**OVERVIEW:** This procedure describes Managerial Leave.

**SCOPE:** This procedure applies to all Senior Management FRS employees and others designated at the discretion of the Administrating Officials.

### **PROVISIONS:**

#### **1. Granting of Managerial Leave.**

- a. Senior Management FRS. Employees of the Senior Management FRS shall receive forty (40) hours of Managerial Leave the first pay period of each fiscal year.
- b. Part-time Employees. Part-time employees in the Senior Management FRS who work at least 20 hours per week shall receive Managerial Leave on a pro-rated basis.

#### **2. Use of Managerial Leave.** Employees must use Managerial Leave within the fiscal year it is received. Any Managerial Leave not utilized by September 30th of the fiscal year will be lost. There is no cash payout for Managerial Leave.