

*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.: 7-18  
Revision No.:

Effective: 03/01/06  
Review Date: 03/01/07

## **Managerial Leave**

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

**SCOPE:** This policy applies to all executive service employees of the Board of County Commissioners.

### **PROVISIONS:**

1. **Granting of Managerial Leave.**
  - a. Executive Service. Employees of the Executive Service 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 Executive Service 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. Any Managerial Leave not utilized by September 30th of the fiscal year will be lost. There is no cash payout for Managerial Leave.

---

County Manager

---

County Attorney