

ADMINISTRATIVE LEAVE BUY-BACK

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I. PURPOSE

Effective July 1, 2000, the Visalia City Council approved a recommendation by the City Manager to allow the exempt employees in the Department Head and Confidential unrepresented groups, to buy back one day (8 hours) of Administrative Leave. In order to qualify to participate in this program, the employee must use their full one-year accrual of vacation hours. This is a prerequisite to being eligible to participate in the Administrative Leave buy-back benefit.

II. POLICY

- A. The City of Visalia has determined that its exempt employees in the unrepresented Department Head and Confidential Group are subject to exemption from the overtime provisions of the FLSA by virtue of their salaried status and recognized duties. An exempt employee primarily performs duties that are related to the management and/or professional operations of the City. Often the duties, responsibilities and activities required of such exempt employees are such that work is performed in excess of the normal work schedule. In recognition of the extraordinary hours periodically worked by exempt employees, the City has determined that the exempt employees in the Department Head and Confidential unrepresented groups, should be provided appropriate administrative leave.
- B. Employees who are deemed by the City to be exempt from the overtime provisions of FLSA , and fall into either of the two categories listed above (unrepresented Department Head and Confidential Group), shall be eligible for the Administrative Leave Buy-Back benefit. The Human Resources division shall maintain a list of eligible exempt unrepresented positions in the City that qualify for the Administrative Leave Buy-Back benefit.
- C. Administrative leave will be accrued from the date of appointment to an exempt position. Regular full-time exempt employees are granted fifty-six (56) hours of administrative leave each calendar year. An employee who is hired in an exempt position after June 30, shall be granted twenty-eight (28) hours of administrative leave for the remainder of the calendar year.
- D. Up to twenty-four (24) hours of administrative leave may be carried over from one calendar year to another. In addition, another eight (8) hours may be carried over for

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the Administrative Leave Buy-back option. If an employee does not choose to participate in this program, the maximum they will be allowed to carry over is twenty-four (24) hours. However, at no point in time may any employee accumulate more than eighty (80) hours of administrative leave.

- E. Administrative leave may be used as determined by the supervisor and the employee with regard for the needs of the department and then wishes of the employee. Although there are no restrictions upon the use of administrative leave, it is anticipated by the City that such leave will be used for personal commitments, rest and recuperation after particularly heavy work loads or allow for additional time in conjunction with vacation time.
- F. An exempt employee shall not be compensated, either during or upon separation of employment from the City, for an accumulated administrative leave. Any present or future City employee rehired or reinstated by the City shall receive no credit for prior service in determination of administrative leave benefits.

III. POLICY IMPLEMENTATION

In order to qualify to participate in this program, the covered employee must use their full one (1) year accrual of vacation hours. The vacation hours accrual period begins on January 1st and ends on December 31st of the same calendar year. Once the qualified employee has met this criteria they will be eligible to buy back one day (8-hours) of Administrative Leave, per calendar year. Below is a chart of vacation accrual rates. The column to the right is what an employee must use in a calendar year in order to qualify for this benefit.

Years of Service	Accrual Rate per Pay Period	Vacation Leave Hours Earned Per Calendar Year
1	3.08	80.08
2-3	3.38	87.88
4-8	4.31	112.06
9-15	5.23	135.98
16 -	6.15	159.90

IV. PROCEDURE FOR PARTICIPATION

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- A. The Human Resources Division will administer this program.
- B. Eligible employees must submit a request in writing noting their interest in participating in this Administrative Leave Buy-Back program no later than January 5 of each calendar year. Such request should be forwarded to the Human Resources Division, Attention Human Resources Manager.
- C. Human Resources will conduct an audit of vacation time used for each employee who requests Administrative Leave Buy-back.
- D. Human Resources will work with the Payroll division in processing the appropriate paperwork for payment.
- E. Employees will be compensated for the Administrative Leave Buy-back at their current hourly rate.
- F. Payment for such Administrative Leave Buy-back will be reflected in the pay period which includes January 1 of each year.