

**ADMINISTRATIVE LEAVE  
FOR EXEMPT EMPLOYEES**

**204**

**I. PURPOSE**

The City of Visalia has determined that its executive, administrative, and professional employees 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 exempt employees should be provided appropriate leave. The purpose of this policy is to provide for this objective.

**II. POLICY**

Employees who are deemed by the City to be exempt from the overtime provisions of FLSA shall be eligible for Administrative Leave. The Human Services Division shall maintain a list of exempt positions in the City.

Administrative leave may be used as determined by the supervisor and the employee with regard for the needs of the department and the wishes of the employee.

Regular full-time exempt employees are granted forty-eight (48) hours of administrative leave each calendar year. Administrative leave will be accrued from the date of appointment to an exempt position. An employee who is hired in an exempt position after June 30, shall be granted twenty-four (24) hours of administrative leave for the remainder of the calendar year.

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.

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Up to twenty-four (24) hours of administrative leave may be carried over from one calendar year to another. However, at no point in time may any employee accumulate more than seventy-two (72) hours of administrative leave.

An exempt employee shall not be compensated, either during or upon separation of employment from the City, for any 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.