



CITY OF VISALIA PERSONNEL POLICY
Policy #204
Leave for Exempt Employees

I. PURPOSE

The City determines those positions that are classified as exempt from FLSA overtime provisions by virtue of salary and based on the nature of the work performed. Generally, Exempt employees primarily perform 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. Exempt employees are expected to work the number of hours required to complete their job duties.

In recognition of the unpaid extra hours periodically worked by Exempt employees, the City has determined that Exempt employees shall be provided leave and flexibility in their work schedule. Employees who are deemed by the City to be Exempt from the overtime provisions of FLSA shall be eligible for Administrative Leave.

Exempt employees are expected to maintain a regular core schedule as determined by the department head and the needs of the department. Schedule adjustments, including flexing time within a workweek, must receive prior authorization from management. Exempt employees are expected to track and report actual hours worked.

II. LEAVE USAGE FOR PARTIAL DAY ABSENCES

A. Employees who are deemed by the City to be Exempt from the overtime provisions of FLSA shall not be subject to a reduction in salary and shall not be required to use accrued leave because of absences of less than one half (1/2) their normal work shift. For example, an Exempt employee with a regular shift of ten (10) hours must work at least five (5) hours in the workday to eliminate the need to use leave balances for the remaining five (5) hours of their workday. If less than one (1/2) half of the shift is worked, appropriate leave balances must be used in accordance with other City Policies, or a reduction in salary will be made for the remaining hours in the workday.

B. Deductions of leave balances or salary shall be made for absences of less than one half (1/2) of the normal work shift for any Exempt employee who has a verified medical condition with a duration over 20 workdays. The verified medical condition or the unpaid family or medical leave may occur in consecutive days or intermittently over a period of time.

An Exempt employee, who has a verified medical condition with a duration of 20 workdays or more and is not able to work full days, will be required to use leave balances for any time not worked due to a medical condition. If an Exempt employee has been granted unpaid medical or family leave, then the Exempt employee will be paid only for hours actually worked. The remainder of the time will be counted towards family or medical leave in accordance with other sections of the Personnel Policy Guidelines.

III. ADMINISTRATIVE LEAVE

Unless otherwise specified by Memorandum of Understanding, full-time Exempt employees are granted fifty-six (56) hours of administrative leave each calendar year, credited in January. An employee who is hired in an exempt position after January 1 but prior to June 30 shall be granted their full annual administrative leave hours (generally 56 hours) upon



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hire. Employees hired after June 30, shall be granted half of their annual administrative leave hours (generally 28 hours) upon hire and for use during the remainder of the calendar year.

Administrative leave hours are available to use immediately upon hire. Employees must follow departmental established leave request procedures and have preapproval from the supervisor.

Any unused administrative leave hours for the calendar year will be paid out annually on the first paycheck in December, consistent with applicable Memorandum of Understanding provisions.

Previous employees rehired or reinstated by the City in the same calendar year shall not receive additional administrative leave hours for that calendar year.
