

Administrative Leave

Administrative Leave is temporary, unpaid leave that is awarded only at the discretion of the County Administrator. Any extension of an Administrative Leave period is also temporary, unpaid leave that is awarded only at the discretion of the County Administrator and consistent with the provisions of the Americans with Disabilities Act and the FMLA, if applicable.

An employee is qualified to apply for Administrative Leave if:

- The employee has completed his/her initial introductory period (and any extensions of the introductory period), has no other leave of any kind available to use, and is unable to work because of a physical illness or injury incurred on or off the job; or
- The employee has completed his/her initial introductory period (and any extensions of the introductory period), has no other leave of any kind available, and has a compelling personal reason to be absent from work for an extended period of time.

An employee who desires to apply for Administrative Leave shall do so in writing with the application delivered to the Human Resources Director as far in advance of the proposed Administrative Leave as possible; however, the County may waive receipt of a written application if, in the sole discretion of the County Administrator, the circumstances warrant waiver.

If the County Administrator grants Administrative Leave, the Administrative Leave shall be for a specific period of time not to exceed six (6) months. During the Administrative Leave, the Human Resources Department shall monitor the situation. If there is a substantial change in the circumstances that gave rise to the Administrative Leave such that the circumstances are significantly alleviated or resolved, then the employee shall report same to the Human Resources Director and the County Administrator may shorten the Administrative Leave period originally granted. If there is a substantial change in the circumstances that gave rise to the Administrative Leave such that the circumstances are reasonably expected to continue past the original date set for the Administrative Leave to expire, then the employee may apply for additional Administrative Leave before the original Administrative Leave period expires.

If the County Administrator grants Administrative Leave, the employee must pay the employee portion of health insurance premiums during the entire Administrative Leave period. To successfully meet this requirement, the employee must deliver to the Finance Department on or before the 20th of each month during the Administrative Leave period the total monthly health insurance premium. If the payment is more than 15 days late, the County will send the employee

a letter to this effect. If an employee on Administrative Leave fails to timely submit the total monthly health insurance premium, then the County shall remove the employee from the group health insurance roll and the employee's health insurance coverage shall cease.

An employee desiring to return to work from Administrative Leave must notify the Human Resources Department and the department head in writing at least ten (10) days prior to the employee's desired date of return. If the County finds that the employee is fit for duty, the County shall allow the employee to return to work.

If an employee on Administrative Leave does not return to work by the earlier of (a) the end of the specific period of Administrative Leave granted (including any extension) or (b) direction by the County to return prior to the expiration of the original Administrative Leave period due to a substantial change in circumstances, then the employee may be terminated from County employment by administrative separation. A termination under the circumstances described in this section will be listed as an administrative separation. An employee who has been administratively separated shall have the same opportunity as any other person to apply for County employment.

Sick Leave Bank

Purpose. A Sick Leave Bank shall be established to assist employees who have encountered a catastrophic illness or injury, and have exhausted their accrued leave time. This program provides salary and benefits continuation for eligible employees who have exhausted all paid leave due to a catastrophic illness or injury of the employee or an immediate family member. This is a voluntary program that allows employees to donate a portion of their unused sick leave into a sick leave bank that is available to assist employees who are eligible under the program.

Eligibility for enrollment and membership.

- An eligible employee must have a minimum of 75 hours of accumulated sick leave at the time of membership enrollment.
- Membership in the Sick Leave Bank begins upon the employee's original donation of at least two (2) days.
- Membership will continue until written notification is received cancelling membership.
- Once enrolled, an automatic reduction of one day annually will be taken from the employee's leave balance.