



**Administrative Regulations
Office of the Mayor**

Title: ADMINISTRATIVE LEAVE FOR EMPLOYEES

A.R. Number: 4.8 **Effective Date:** 8/1/2008 **Page:** 1 of 1

Supersedes: Leave for Exempt Employees **A.R.:** 4.9 **DATED:** 9/1/2000

I. PURPOSE

The purpose of this policy is to clarify the granting and use of administrative leave for employees.

II. POLICY

Administrative leave with pay may be granted to an employee at the discretion of the Appointing Authority in special situations or circumstances.

III. PROCEDURE

1. Exempt staff shall not be awarded overtime pay or compensatory leave. Administrative leave shall not be rewarded to exempt staff as a substitute for overtime pay or compensatory leave.
2. Exempt staff may request administrative leave from the supervisor in special situations or circumstances. Or the supervisor may request administrative leave on behalf of the employee in instances of special circumstance.
3. The request for administrative leave must be submitted at least one week prior to the date(s) requested off, except in emergency situations.
4. Administrative leave is subject to supervisory discretion; and may or may not be approved by the Appointing Authority. The Appointing Authority can only award up to 10 days of administrative leave. If the leave is greater than 10 days it must be approved by the Director of Human Resources. (See Personnel Rule 6.12).
5. The City of Richmond is not obligated to award administrative leave. Administrative leave is not "earned" leave. As such, administrative leave does not "accrue", and thus, cannot be paid upon separation or transfer. Therefore, the administrative leave is to be taken as soon as possible upon the granting of such time.
6. In the situation where an employee is not able to complete a leave form, the supervisor may complete the form for the employee and note "employee unavailable to sign due to emergency" on the employee signature line. The supervisor should initial the statement.

IV. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

APPROVED:

MAYOR