

## **LP-9: Administrative Leave**

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#### **SECTION I - POLICY**

##### **1. GENERAL:**

- a. Fairfield County recognizes that from time to time, there may be a need to grant employee absences for purposes which are not solely for the benefit of the employee. The nature of these absences are generally characterized by one or more of the following:
  - (1) Direct or indirect benefits to the County which would otherwise not be available.
  - (2) In the best interest of the government.
  - (3) Promotes or contributes to the public interest or welfare of the citizens of the community.
- b. Administrative leave is granted at the discretion of management, after considering the benefits gained and work requirements of the employee, except as indicated below.
- c. The County Administrator has the responsibility and authority to make the determination of the appropriateness of granting administrative leave under this policy. The County Administrator may delegate, by written memorandum, restrictive authority to department heads to make appropriate determination and approval of administrative leave in specified circumstances or purposes.

##### **2. VOTING.**

Employees who live such a distance from their work locations which would prevent them from voting are allowed up to two hours administrative leave in order to vote. Time off for voting must be approved in advance by the County Administrator.

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### **SECTION II - PROCEDURES**

#### **3. EXAMPLES OF APPROPRIATE USE OF ADMINISTRATIVE LEAVE:**

- a. Direct or indirect benefits to the County in the form of expanding the job-related knowledge or ability of an employee resulting from attendance of professional association seminars, conferences or to other similar training.
- b. The best interest of the government may be served by granting extra time to an employee in recognition of significant contributions to the County.
- c. Veterans required to take a physical examination pertaining to a service related disability.
- d. Granting a morning or afternoon off for employees who donate blood, without compensation, to the American Red Cross or other similar non-profit organizations provides a service for the public interest and general welfare.
- e. Granting employees not involved in public safety or road clearing operations administrative leave during time of hazardous weather conditions reduces the unnecessary risk of harm and injury.

#### **4. APPLICATION PROCEDURES:**

Regular employees may submit a request for administrative leave, outlining the purposes and benefits of such leave. The leave request will be submitted and processed in the same manner as vacation leave.