

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject:		Number: 13-10
ADMINISTRATIVE/MANAGEMENT LEAVE		Effective Date: March 16, 2010
Department(s) Affected: All Departments		Supersedes: 13-9 dated 2/20/85
Authority: Section 2.12.010 Chico Municipal Code		File Reference: D-DHM
		Approved:

I. PURPOSE

To provide for the administration of an administrative/management leave ("Leave") program to recognize the additional time which certain City personnel must spend on City business beyond normal working hours and to provide an opportunity for such personnel to take time off for the conduct of personal business.

II. DEFINITIONS

All terms used herein shall have the same meaning as provided in the City Charter, Chico Municipal Code, or as defined in the City of Chico Employer-Employee Relations Rules.

III. POLICY

- A. Designated employees of the City shall be granted annual Leave in the amount shown in the applicable "Pay Schedule" appearing in the current Annual Budget.
- B. Leave shall be granted on a calendar year basis. Such Leave that is not utilized by the end of the calendar year may not be carried over to a subsequent year, nor will employees be paid for any remaining leave.
- C. PRORATION: If an employee is hired or promoted into one of the applicable positions after the beginning of the calendar year, the number of hours of Leave credited to the employee shall be prorated on a "percentage of year remaining" basis. (Example: An Administrative Assistant hired on May 1 of the year would receive 66.67% of the total number of hours allocated for Leave for that position.)

In addition, an employee who terminates employment with the City prior to the end of the calendar year, and who has fully utilized his/her Leave allocation, may have an amount equivalent to the prorated portion of such leave which would be remaining on the termination date deducted from his/her vacation time or, if such time is completely utilized, an equivalent dollar amount deducted from his/her final paycheck. (Example: A Department Head who terminates on June 30 and has used all of his/her Leave may be subject to having 50% of the total hours allocated for Leave for that position deducted from his/her remaining vacation time.) Such deductions shall be made at the discretion of the City Manager.

IV. PROCEDURE

- A. Department Heads desiring to utilize Leave shall verbally notify the City Manager (Assistant City Manager or Human Resources & Risk Management Director if the City Manager is not available) at least two (2) days in advance of the dates of desired utilization. Other non-Department Head Officers or employees desiring to utilize Leave shall verbally request approval of the respective Department Head for such utilization.
- B. Leave shall be noted on time cards, where applicable, and on departmental payroll sheets.
- C. The Finance Officer shall deduct the number of hours of Leave that have been utilized from the employee's Leave balance.