

## **Administrative Leave**

Administrative Leave is a discretionary leave granted under specific circumstances as determined by the elected official, department head, or County administration. It may be paid or unpaid based on the situation. The following categories define when Administrative Leave applies:

### **1. COVID Leave**

Paid leave for employees unable to work due to:

- A confirmed COVID-19 diagnosis.
- A quarantine order.
- Work-related exposure as determined by the County. Employees on COVID Leave receive full pay, must provide required documentation, and this leave is recorded separately from Sick Leave for compliance and auditing.

### **2. Investigative Administrative Leave**

Employees may be placed on paid or unpaid leave during investigations related to workplace conduct or pending disciplinary action. The status will be determined case-by-case.

### **3. Other Discretionary Administrative Leave**

Administrative leave may be granted for special circumstances, determined by the department head or elected official. The status (paid or unpaid) depends on the reason and relevant County policies. Examples include:

- **Office Closures or Inclement Weather:** Leave may be granted if a government office closes due to extreme weather or if an employee cannot safely travel to work.
- **Public Health Emergencies:** Employees who must quarantine or are affected by workplace contamination may receive administrative leave.
- **Jury Duty or Court Appearances:** Employees subpoenaed or serving as jurors may be granted leave.
- **Voting or Election-Related Duties:** Employees whose work schedule doesn't allow sufficient time to vote may receive paid leave.
- **Bereavement Beyond Standard Leave:** Additional leave may be granted for attending funerals of extended family or handling funeral arrangements.
- **Volunteer or Civic Service:** Leave may be granted for volunteer service, such as disaster response or community outreach.
- **Recognition or Reward Leave:** Leave may be granted as a reward for exceptional performance.
- **Special Circumstances Ordered by Elected Official:** Leave may be granted due to national events, security incidents, government shutdowns, funding delays, or other situations such as the following:
  - **Cooling-Off Periods:** Leave may be granted to de-escalate a potentially violent situation in the workplace.
  - **Unsafe Working Conditions:** Employees may be granted leave if hazardous conditions prevent them from working.
  - **Volunteer Firefighters:** Employees serving as volunteer firefighters will not be required to use accrued leave or make up time.

- **Reserve Police or Deputy Sheriffs:** Employees who miss work for reserve duties will not be required to use accrued leave or make up time.

### **Payroll and Compliance**

- All Administrative Leave, including COVID Leave, will be recorded in the County's payroll system.
- Paid leave must be approved in accordance with County policies and labor laws.
- The County may modify or discontinue COVID Leave based on public health guidance.