



2-5 POLICY ON ADMINISTRATIVE LEAVE

Administrative time is defined as time granted to exempt personnel in lieu of overtime compensation. Due to the nature of the positions and the requirement of these individuals, they may work additional hours in the evenings and on weekends and thus may be granted time off from work. Said time must be approved by their immediate supervisor who shall use the proper care and judgment before granting the request. It should be clearly understood by all concerned that administrative time may not necessarily be granted on an hour-for-hour basis.

Adopted on:

Revised on: October 2021

