

ATTACHMENT "A"

XII. ADMINISTRATIVE LEAVE

Unit employees shall receive seventy-six (76) hours of Administrative Leave the first full pay period after July 1st.

Administrative Leave shall be used at the employee's discretion. Administrative Leave time is not accrued and has no cash value. In light of COVID-19, the City has agreed to extend the ability of unit employees to use Administrative Leave, earned during Fiscal Year 2020/2021 and Fiscal Year 2021/2022, through June 30, 2023. Any of these hours remaining after June 30, 2023 shall be forfeited.

Employees hired after July 1st shall receive pro-rated Administrative Leave time in proportion to the months remaining within the respective fiscal year calculated from the first day of the month following the date of hire divided by twelve, rounded to the nearest hour. For example, an employee hired on October 4th would be prorated at 8/12th (November through June, divided by twelve).