



**CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES**

[Signature]
CITY MANAGER'S AUTHORIZATION

SECTION

**ADMINISTRATIVE LEAVE FOR
MANAGEMENT EMPLOYEES**

DATE
4-10-95

NUMBER

PURPOSE

To provide guidelines for consistent application of Administrative Leave.

ELIGIBILITY

All unrepresented Middle Managers and Executive Directors will be eligible for Administrative Leave.

DEFINITION

Administrative Leave is time off with pay in recognition of successful completion of a major project or assignment, exceptional performance, quantity and quality of work, time worked, initiative or other factors, which, in the judgment of a supervising manager, deserve recognition.

POLICY

1. Administrative Leave of any length of time for Department Heads shall be approved by the City Manager.
2. Administrative Leave in increments of one whole day or less may be approved by a Department Head for Middle Managers.
3. Administrative Leave for more than one consecutive day for Middle Managers requires Department Head and City Manager's approval.
4. Requests for Administrative Leave shall be in writing and will be recorded on payroll when used.
5. Administrative Leave may be used in conjunction with vacation time or sick leave if approved.
6. Administrative Leave is non-cumulative and shall have no cash-out value.
7. Administrative Leave is not a right, but a privilege.