

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 2.03

PAGE 1 of 2

DATE 01/31/05

SUBJECT: ADMINISTRATIVE LEAVE WITH PAY

APPROVED:



OBJECTIVE: To define and explain the method by which a classified or unclassified employee may be granted administrative leave with pay.

STATEMENT: Administrative leave with pay for reasons not already outlined in the New Castle County Code or a collective bargaining agreement may be authorized by the County Executive for extraordinary and appropriate reasons. In the absence of the County Executive, the Chief Administrative Officer may be authorized to grant administrative leave with pay. This type of leave shall be authorized only when it will not result in harm to the interests of the County as an employer beyond any benefits to be realized. The only allowable exception to this policy shall be Personnel Policy 3.04, Sick and Vacation Policy for Certain Appointed Employees.

Procedure:

1. Administrative leave with pay shall be authorized by the County Executive or the Chief Administrative Officer, in writing, and shall be recorded on the employee's time sheet as "LAD."
2. Should the authorization of administrative leave with pay be granted to a single employee or specific group of employees, a copy of the written authorization must become part of the employee's permanent personnel file located in the Office of Human Resources.
3. Examples of appropriate uses of administrative leave with pay are as follows (illustrative only):
 - Closings, early releases, or late openings of County offices for inclement weather, emergency conditions, or other defined reason (refer to Personnel Policy 1.03, Emergency Conditions).
 - Situations where an employee is placed on administrative leave with pay pending an immediate investigation of an incident which has not yet resulted in formal discipline.
 - Other periods of time the County Executive may designate as a special holiday.

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- Any other extraordinary and appropriate reason provided the absence will not result in harm to the interests of the County as an employer beyond any benefits to be realized.

REQUIRED ACTION: The County Executive, Chief Administrative Officer, department general managers, and row officers shall be responsible for the implementation of and compliance with this policy. Payroll processors shall be responsible for maintaining complete and accurate administrative leave with pay records.

Established: 01/31/05