

**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.35  
**EFFECTIVE DATE:** 02/07/91  
**LAST REVISED:** 09/17/20  
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**AUTHORITY:** BOC  
**COUNTY MANAGER:** PC  
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**SUBJECT: ADMINISTRATIVE LEAVE**

- I. PURPOSE:** To establish administrative policies and procedures for the use of paid administrative leave for certain County employees.
- II. POLICY:**
- A. **DEFINITIONS:**
1. Administrative Leave: Paid time off, separate from paid time off provided for in other policies or labor agreements.
- B. **ADMINISTRATIVE LEAVE ALLOCATION:**
1. FLSA Exempt employees: 40 hours annually, taken in full day increments.
  2. Non-exempt administrative employees, as defined in NRS Chapter 288, who are not eligible to be part of a bargaining unit: 24 hours annually, may be taken in partial day increments.
- III. PROCEDURE:**
- A. **ACCRUAL OF ADMINISTRATIVE LEAVE:**
1. In the first pay period of each year eligible employees will be credited with the appropriate amount of administrative leave available for use during that calendar year. Employees hired or promoted to an eligible class during the year will be credited with an appropriate prorated balance at time of hire or promotion. Part-time employees will be credited with a prorated amount of administrative leave based on authorized hours of work.
  2. Employees demoted or transferred to a position which does not qualify for Administrative Leave forfeit all administrative leave hours.
- B. **UTILIZATION OF ADMINISTRATIVE LEAVE:**
1. Request for Administrative Leave must be approved in advance, by the employee's Supervisor.
  2. Employees may utilize Administrative Leave through the last pay period of the calendar year. If the last pay period of the year extends into the next calendar year, Administrative Leave may be used through the end of that pay period that includes December 31<sup>st</sup>.
  3. Any unused balance of Administrative Leave will be forfeited.
  4. Upon separation from the County, all unused Administrative Leave will be forfeited.
- IV. RESPONSIBILITY FOR REVIEW:** The Internal Review Committee shall review this policy as needed or at least once every 10 years.

Signature: 

Email: pcates@douglasnv.us