

**SECTION 07-03:**

**Effective Date: July 1, 1996**

**ADMINISTRATION OF LEAVE**

The types of leave set out under this Part are administered by the County Administrator unless otherwise noted and are for the benefit of employees of the Administrative Division. It is the responsibility of the Department of Accounting to generally oversee such leave provisions to ensure accuracy and accountability in their application and employees use of same. The County Administrator and the Department of Accounting shall develop appropriate mechanisms and documentation for accurately tracking and recording the use of leave and instructing employees concerning leave policies. Only such mechanisms and documentation as are approved for use in this regard by the County Administrator will be accepted for the purpose of official County records concerning leave.

The County Administrator is authorized to exercise his/her best judgment in the interpretation and application of leave policies where uncertainty or ambiguity may exist or arise under certain circumstances. The County Administrator may request the assistance of the County Attorney in interpreting and applying leave policies.