

## **SECTION 07-08**

**Effective Date: July 1, 1996**

### **ADMINISTRATIVE LEAVE**

Administrative Leave may be granted to any Administrative Division employee by the Board of Supervisors for reasons and circumstances, including disciplinary action or anticipated disciplinary action, to which other forms of leave do not apply. Administrative Leave may be granted with or without pay, including reduced pay, at the discretion of the Board of Supervisors. Employees requesting Administrative Leave shall do so in writing through the County Administrator.

The County Administrator may grant up to three (3) successive working days per County fiscal year to any permanent/full-time Administrative Division employee with pay for attending the funeral of an "immediate family" member (defined as the employee's parents, spouse, children, brother, sister, any relative living in the household of the employee, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law). Such leave if granted shall be considered Administrative Leave, and may be in addition to or in lieu of any other form of leave taken.