

## **SECTION 07-13**

**Effective Date: July 1, 1996**

### **DISCRETIONARY LEAVE FOR EXEMPT EMPLOYEES**

Administrative Division employees who are exempt pursuant to Section 08-02 of this Manual are permitted to take reasonable time off for hours worked in excess of forty (40) in any seven (7) day workweek on an hour for hour basis. Exempt employees may request and be permitted time off in this manner from their department head or the County Administrator so long as the leave taken would not unduly disrupt the operations of the department(s) to which the employee is assigned. Such leave is considered a discretionary employment benefit provided to exempt employees (that is, such leave is not required under the federal Fair Labor Standards Act for exempt employees). Discretionary Leave must be taken within the calendar month it is earned in and may not be carried forward to the next month, nor is accrued but unused Discretionary Leave compensable upon termination of employment.