

IFPTE Local 21, Unit 6 (SHAPE)
2022 Contract Negotiations – Solano County
Union Proposal #16
Date Presented: 8/4/22

Subject: Administrative Leave Rollover to RHS

Section 20.3.C — Election to Receive Administrative Leave (Exempt Employees)

- A. Exempt Employees are eligible to waive all compensatory time off in order to receive a paid Administrative Leave benefit of six (6) days (48 hours) in lieu of compensatory time off. Employees must decide to elect Administrative Leave as provided below. After making such an election, the employee will be designated with overtime code 05.

Annually during the month of June of each year, each employee will be given the option of either enrolling in the Administrative Leave program or compensatory time off payment benefits for the subsequent fiscal year. If selected, compensatory time off will be made in accordance with the overtime code assigned to the employee's classification. Each employee must complete and sign an appropriate form provided by the County Human Resources Department to establish eligibility for one benefit or the other. Once an Administrative Leave option form has been processed, it shall remain in effect thereafter unless another form is completed and filed with the Director of Human Resources during the month of June of the next fiscal year.

No eligible employee shall carry over Administrative Leave from one fiscal year to another. **Unused administrative leave shall be converted and transferred to an employee's Retirement Health Savings Account at the end of each fiscal year.** Any eligible employee who separates from County employment shall not receive any compensation for any unused Administrative Leave.

The department head may require employees covered in this section to work beyond the official forty (40) hour work week. Administrative Leave, if elected, will constitute full compensation for such overtime work.

- B. Only permanent and limited-term employees who have completed their initial County probationary period and who are exempt from FLSA regulations shall be eligible for Administrative Leave.

Part-time employees are not eligible for this benefit. However, a part-time employee who would be eligible if employed on a full-time basis may, with department head approval, receive in lieu of pay, compensatory time off (CTO)

at the rate of one hour off for each hour worked during a given week which is in excess of the unrepresented employee's regular workweek. Such arrangement should be made during the pay period in which the additional hours were worked.

Any employee incumbent in an eligible position for less than a full fiscal year shall be eligible for a pro-rata number of Administrative Leave days equal to one (1) day for each five (5) continuous full non-probationary pay periods.

- C. Use of Administrative Leave is subject to the approval of the department head. In the event, it is the department head's determination that an employee covered by this provision has worked an extraordinary number of hours over the forty (40) hour workweek, the department head may approve additional informal administrative leave for that employee.

Subject to advance approval by the department head, Administrative Leave may be taken at any time during the fiscal year, but must be taken within the fiscal year in which it is given. Administrative Leave may be used as sick leave, but only after all accrued sick leave has been exhausted.

No person shall be permitted to work for compensation for the County in any capacity while on paid Administrative Leave.

For the Union:

For the County:

Date:

Date:

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11:03am