
ADMINISTRATIVE LEAVE

It is the procedure of the Southwestern Oregon Community College District that Administrative Leave may be granted to provide compensation for work performed outside of normal work hours. This is applicable only to employees who do not qualify for overtime compensation under FLSA. These employees shall work without regard to overtime, nor will there be an overtime standard for those employees.

With the approval of the supervisor, an exempt employee may be granted 40 hours of administrative leave with pay each fiscal year. Leave shall be prorated by the percentage of full time employment. No employee shall be eligible for administrative leave until they have completed six months of employment at Southwestern.

Administrative leave shall not be cumulative from year to year and any leave unused as of June 30 of each fiscal year shall be lost. Administrative leave shall only be compensable in the form of leave. No cash payment shall be made for unused administrative leave as of June 30 or upon termination. Administrative leave shall not be granted upon termination, retirement or resignation.

The exempt employee who is granted administrative leave and the supervisor shall mutually agree upon when any granted administrative leave may be taken.

Administrative leave taken in accordance with this procedure shall not be charged to an employee's accrued vacation or paid leave.

BP 7065

Revised:

3.050 March 21, 1988

Revised February 27, 1989

Revised: September 28, 1998

Reviewed December 17, 2012 (Formerly Admin Policy 6.3.006)