

**CITY OF PHOENIX  
PHOENIX, OREGON**

**RESOLUTION NO. 938**

**A RESOLUTION AMENDING THE ADMINISTRATIVE LEAVE ON PAGE 21 OF THE  
CITY OF PHOENIX PERSONNEL MANUAL**

**WHEREAS**, the Phoenix City Council adopted Resolution No. 796, adopting the City of Phoenix Personnel Manual; and

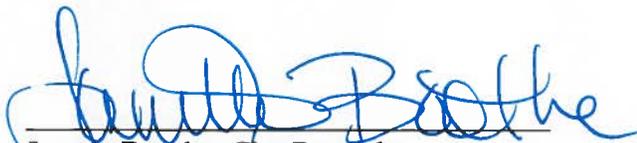
**WHEREAS**, the City Council desires to amend the Administrative Leave of the Personnel Manual to a lower allotted amount of hours per month;

**NOW THEREFORE, THE CITY OF PHOENIX RESOLVES AS FOLLOWS**, the City Of Phoenix Personnel Manual is amended to include a revised Page 21, as attached.

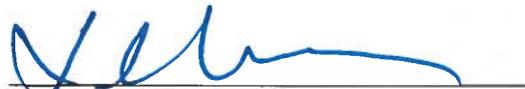
**PASSED AND APPROVED** by the City Council of the City of Phoenix and signed in authentication thereof at a regular meeting on the 5<sup>th</sup> day of October, 2015.

  
\_\_\_\_\_  
Jeff Bellah, Mayor

ATTEST:

  
\_\_\_\_\_  
Janette Boothe, City Recorder

Approved as to form:

  
\_\_\_\_\_  
City Attorney

## **Leave Benefits**

### **Policy**

All employee leave benefits may be provided depending on the nature of the leave. Regular part time employees who are employed a minimum of 20 hours per week shall be eligible for those leave benefits for which they qualify prorated on the basis of their average work week.

Any leave of absence shall be authorized by the Department Head and approved by the City Manager/Recorder.

### **Employee Responsibility**

Employees must submit a "Request for Time Off" form to their supervisor a minimum of fourteen (14) days and preferably twenty-one (21) days prior to the anticipated time off, except in the event of an unplanned absence, whereby employees will complete it immediately upon their return to work. (Employees are to call their supervisor immediately when an unplanned absence occurs.) Scheduled time off will generally be based on departmental seniority if a conflict arises.

### **Supervisor Responsibility**

Supervisors must route all "Request for Time Off" form to their Department Head for approval. Supervisors must properly verify all time off on the employee time sheets.

## **Administrative Leave**

### **Purpose**

The City pays all hourly and salaried "non-exempt" employees for all actual hours worked. All salaried "exempt" employees put in numerous hours above and beyond their normal scheduled workday for which they do not receive any additional compensation. The City grants four hours of "administrative leave" to the "salaried-exempt" employees each month.

### **Eligibility**

To qualify for the administrative leave plan, an individual must be a regular full-time employee on a "salaried-exempt" basis or have such a provision provided within their employment contract.

### **Provisions**

Eligible employees will accrue administrative leave at the rate of four (4) hours per month unless otherwise stated in an individual personal services contract. An employee's administrative leave balance will be reduced on an hour-for-hour basis for each covered absence. There will be no advancing of administrative leave accrual or administrative leave pay, i.e., no negative administrative leave balances. Administrative leave is on a per month basis of use it or lose it.