
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Administrative Leave

POLICY NUMBER: 7018

7018.1 Permanent and probationary salary exempt employees of the District shall be entitled to administrative leave with pay in lieu of overtime compensation.

7018.2 Each full time permanent and probationary salary exempt employee shall be entitled up to 40 hours of administrative leave per calendar year, credited at the beginning of each year, on the first pay period of the year.

7018.3 Administrative leave is to be used as full days.

7018.4 Entitled administrative leave shall be scheduled and taken off within the calendar year in which the hours are credited. If not taken, administrative leave shall not be compensable.

7018.5 Upon termination of employment, an employee shall be paid for any unused administrative leave, based on the salary of the employee at the employees date of termination.