



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Administrative Leave

Revised Date: September 17, 2018

In an effort to demonstrate the authorization to compensate employees for time that is not attributable to productive time, or authorized leave, this type of leave has been established to track and identify employee time associated with one of its qualifying criteria.

I. Qualifying Criteria

At the discretion of the Elected Official/Department Head, an employee may be granted Administrative Leave (ADC) for any of the following reasons:

- A. Jury Duty;
- B. Voting in National, State, County and City elections;
- C. If an employee is under investigation for any reason, the Elected Official/Department Head may elect to suspend the employee with pay during the investigation;
- D. To attend mandatory EAP appointments, if the appointments occur during working hours;
- E. When the employee is required by subpoena to attend any court proceeding;
- F. Other reasons as authorized by the Elected Official/Department Head; or
- G. Countywide closures due to inclement weather, emergency situations, or other reasons as authorized by the Commissioners Court.

II. Rate of Pay

An employee shall receive pay (at their standard hourly rate), for all authorized Administrative Leave. Benefits shall continue to accrue during this form of paid leave.

III. Administrative Leave Amounts

An Elected Official/Department Head may authorize:

- A. Up to forty hours of Administrative Leave per employee per calendar year for any purpose; or
- B. Up to 120 hours of Administrative leave per employee per calendar year, as recommended by the Human Resources Department, for an employee who is involved in an investigation for alleged violations of the County's Anti-Harassment policy.
- C. All additional Administrative Leave must be approved by the Commissioners Court.

IV. Civil Service Commission Meetings

The Elected Official/Department Head shall grant administrative leave with pay to an employee who will appear before the El Paso County Civil Service Commission as a grievant or as a witness to a grievance. Administrative leave may only be granted if the employee is scheduled to work at the same time the employee must attend the grievance hearing, and only to the extent that such attendance occurs during the employee's scheduled working hours.

V. Usage Reports

The Human Resources Department may provide a report summarizing use of ADC by department to the Commissioners Court as part of the County's required performance measurement data.