

County of Gloucester
Human Resources Manual

CHAPTER:	6 – LEAVE TIME	ADOPTED: 3/7/06
SECTION:	6 – ADMINISTRATIVE LEAVE	REVISED: 5/22/24

Administrative leave (also known as Personal Days) is provided in accordance with negotiated union contracts. During the first year of employment, administrative leave days may be reduced in relation to the hire date. Part-time employees working fewer than five (5) days per week are entitled to one administrative leave day.

Administrative leave is not cumulative.

Administrative leave may be taken in full or half days and will be scheduled in accordance with the appropriate negotiated contract.

Any employee who exhausts all administrative leave in any one year shall not be credited with additional paid administrative leave until the beginning of the next calendar year.

Administrative leave requests will be honored if at all possible; however, proper staffing of department units must take precedence over all other considerations in scheduling leave time.

Employee:

Employee shall consult their appropriate Collective Bargaining Agreement for requests for administrative leave

Department Head/designee:

Will honor administrative leave requests if at all possible with the understanding that proper staffing of department units takes precedence over all other considerations in scheduling administrative leave.

Provides approval or denial within 1 day of the receipt of the request.