

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: MANAGEMENT LEAVE

Date Adopted: June 1, 1976

File 3.90  
Number

### POLICY OBJECTIVE

To establish policy for the accrual and use of management leave.

### ASSIGNED RESPONSIBILITY

Director of Finance

### APPLICABILITY

Applicable to all department heads, professional staff and middle managers.

### PROCEDURES

- A. Department heads shall be credited with nine (9) days and middle managers with six (6) days management leave on July 1 of each fiscal year. Credited leave days may be used at any time during the year giving due regard to the needs of the department.
- B. On July 1 of each year or as soon as reasonably possible thereafter, the employee shall be paid in cash for any special leave days granted and not used during the preceding year. Some departments have eliminated executive leave payoff from their budgets. Employees should check with their department head on how their department handles executive/management leave payout.
- C. Management employees hired during the year shall be credited with a prorated share of special management leave days based on the number of months of the year for which the individual was employed. The employee shall be eligible to use accrued leave following completion of the probationary period.
- D. Persons hired with less than six months remaining in the fiscal year shall be paid on a prorated basis for those leave days credited.
- E. Persons terminating within their probationary period are not eligible for management leave remuneration.