

U. PAID ADMINISTRATIVE LEAVE

Full-time employees and officers in FLSA Exempt positions are provided eighty (80) hours of Paid Administrative Leave each calendar year, in recognition of the extensive hours that they work. This Paid Administrative Leave is used in increments of 15 minutes and may not be carried over into the next calendar year, and it is lost if not utilized by the end of the calendar year.

New employees, upon appointment, shall be granted a prorated number of Paid Administrative Leave hours as follows:

Appointments between and including January 1 and March 31

-- 80 hours

Appointments between and including April 1 and June 30

-- 60 hours

Appointments between and including July 1 and September 30

-- 40 hours

Appointments between and including October 1 and December 31

-- 20 hours

Full-time employees who are assigned to perform Notary Public duties, and after obtaining a Notary Public License, are provided ten (10) hours of Paid Administrative Leave each calendar year, in recognition of the added responsibility. This Paid Administrative Leave is used in

increments of 15 minutes and may not be carried over into the next calendar year, and it is lost if not utilized by the end of the calendar year.