

Metro | *Policies and procedures*

Subject Administrative Leave for Exemplary Service (Non-represented Employees)
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer; MERC Commission

POLICY

Metro may, in its discretion, award paid leave to non-represented, benefits-eligible, overtime-exempt regular status and limited duration employees who demonstrate extraordinary dedication by working long hours above and beyond the expectations for their position. This policy is comparable to "bonus time" provisions found in some Metro collective bargaining agreements.

Applicable to

All non-represented, benefits-eligible regular status and limited duration employees who are ineligible to receive overtime compensation due to their exempt status under the Fair Labor Standards Act.

If an applicable collective bargaining agreement contains a comparable article such as "bonus time," that article will apply in lieu of this policy.

Guidelines

1. The intent of this policy is to reward employees who put in a substantial amount of work time in excess of regular work hours for a sustained period of time but who are ineligible for overtime compensation.
2. The decision whether to award leave and the length of the leave awarded are at Metro's sole discretion. Exemplary service leave is not intended to compensate employees for extra work on an hour-for-hour basis.
3. The maximum leave that may be awarded under this policy is 40 hours per fiscal year.
4. Leave awards under this policy are in addition to accrued paid leave and will have no effect on accrual rates or maximum accrual limits for other types of leave.
5. Metro's fiscal year runs from July 1 – June 30. Leave time must be used within the fiscal year in which it is awarded, with the exception of leave time awarded during the month of June, which may be carried over to the following fiscal year. Leave time that is not used within the applicable fiscal year will be forfeited. Leave awarded in June must be used by June 30 of the following fiscal year.
6. Employees will not receive monetary payment for any unused leave awarded under this policy.

Procedures

1. An award of leave must be approved in writing by the Department Director. A supervisor who wishes to award administrative leave for exemplary service to an employee will coordinate with the Department Director. Leave will be granted to a Department Director only with the written approval of the General Manager, Chief Operating Officer (C.O.O.) or designee.
2. Leave must be awarded in 8 hour increments, although it may be used in smaller increments in accordance with regular procedures for use of vacation and personal holidays.
3. Once approval is confirmed, the Department Director, General Manager, C.O.O or designee must notify the Payroll Division.
4. The Payroll Division will establish an administrative leave bank for the employee by entering the hours into the timekeeping system, and will confirm with the supervisor and Department Director when this process has been completed.
5. The supervisor will notify the employee of leave awarded under this policy.
6. Employees who have been awarded leave should follow regular procedures for requesting to use accrued leave. Employees may use leave under this policy only after receiving notification that the Payroll Division has established an administrative leave bank.

Responsibilities

Employee:

- After receiving an award of leave, follow regular procedures for requesting and coding use of leave.

Supervisor:

- Coordinate with the Department Director to award leave under this policy.
- Notify the employee that leave has been awarded.

Department Director, C.O.O. or designee:

- Approve leave awards and notify the Payroll Division.

Human Resources Department Payroll Division:

- Establish a leave bank and notify the supervisor and Department Director that leave has been awarded.