

## 5.5 ADMINISTRATIVE LEAVE

Administrative leave is defined as an absence from regular duty which has been administratively authorized by the supervisor, and which does not result in charge against leave of any kind or a loss in salary or pay. An absence of this kind is not entered on time and attendance records. The supervisor shall verbally approve administrative absences. The following are examples that may warrant administrative leave:

- Physical examination for employment with the County or for induction or enlistment in the active armed services.
- Employees volunteering as blood donors without compensation.
- First aid treatment.
- Circumstances in line of duty when the employee is not hospitalized or sent home.
- Voting and registration in communities where employees maintain voting residence if voting registration hours render absence from duty necessary.
- Early dismissal of employees due to hazardous working conditions.